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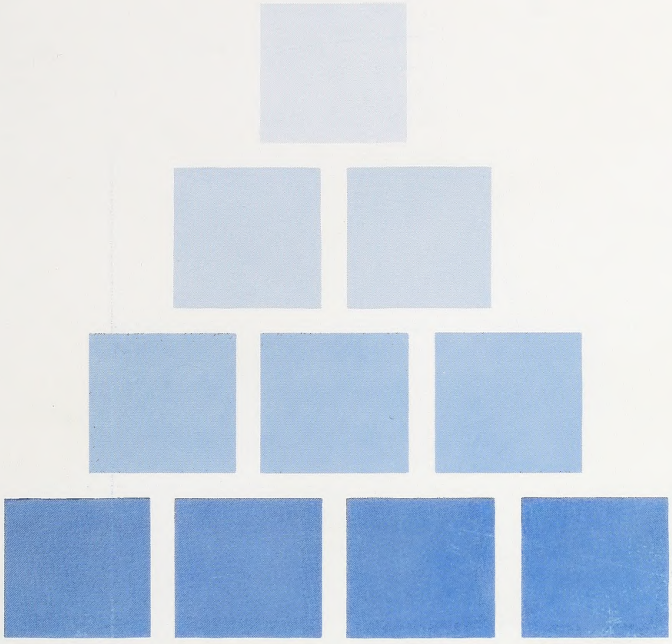

MANUAL OF ORGANIZATION STRUCTURE

Alberta

GOVERNMENT OF ALBERTA

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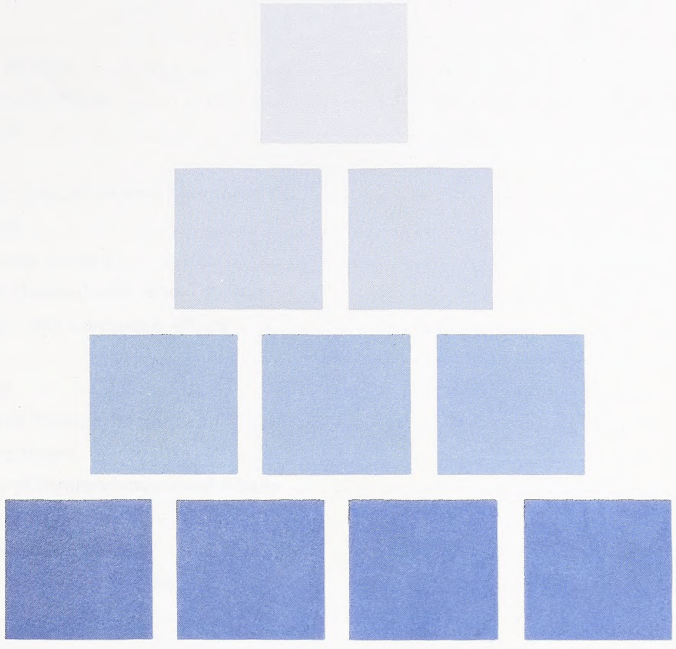

MANUAL OF ORGANIZATION STRUCTURE

Alberta

GOVERNMENT OF ALBERTA

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423 Terrace Building
9515 – 107 Street
Edmonton, Alberta
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Tel: 403/427-3072

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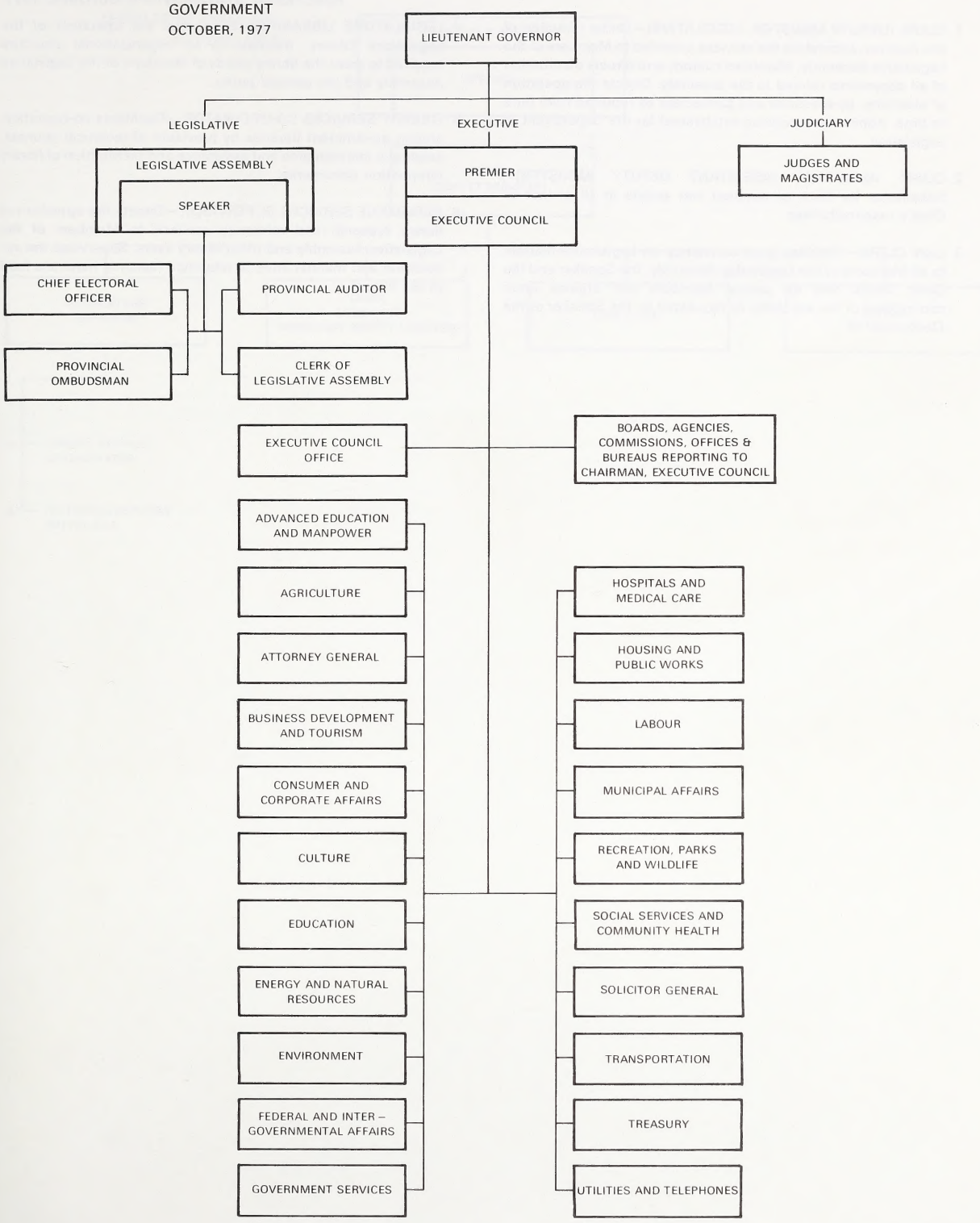
Alberta
GOVERNMENT
OCTOBER, 1977



1 CLERK (DEPUTY MINISTER, LEGISLATIVE) – Under direction of the Speaker, supervises the services provided to Members of the Legislative Assembly. Maintains custody and directs distribution of all documents related to the assembly. Directs the operation of elections, by-elections and plebiscites as required from time to time. Administers policies established for the Department of Legislation.

2 CLERK ASSISTANT (ASSISTANT DEPUTY MINISTER) – Substitutes for Clerk as required and assists in all phases of Clerk's responsibilities.

3 LAW CLERK – Provides legal assistance on Legislature matters to all Members of the Legislative Assembly, the Speaker and the Clerk. Drafts bills for private Members and attends upon committees of the assembly as requested by the Speaker or the Clerk.

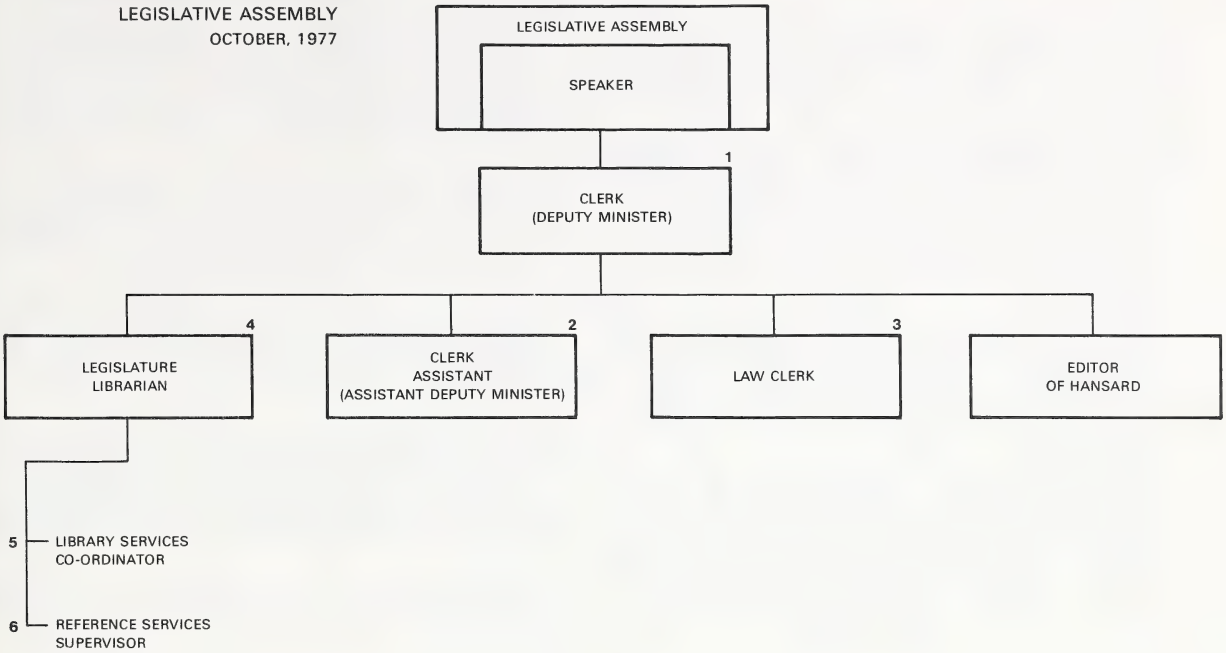
4 LEGISLATURE LIBRARIAN – Supervises the operation of the Legislature Library, maintaining an organizational structure required to meet the library needs of Members of the Legislative Assembly and the general public.

5 LIBRARY SERVICES CO-ORDINATOR – Facilitates co-operation among government libraries by provision of technical counsel, catalogue maintenance and assistance and distribution of library information documents.

6 REFERENCE SERVICES SUPERVISOR – Directs the operation of library research and reference services to Members of the Legislative Assembly and other library users. Supervises the acquisition and maintenance of reference resource materials held in the library.

Alberta

LEGISLATIVE ASSEMBLY
OCTOBER, 1977



1 DEPUTY MINISTER OF EXECUTIVE COUNCIL – Responsible to the Premier as Secretary of Cabinet and Secretary of the Finance, Priorities and Co-ordination Committee of Cabinet. Administers the support services to Executive Council through an administrative secretariat and a project management function.

2 ASSISTANT SECRETARY OF CABINET – Responsible to the Deputy Minister of Executive Council, provides administrative support services to Cabinet. Completes special assignments with respect to matters arising from Cabinet and the Finance, Priorities and Co-ordination Committee. Responsible for ensuring completeness and distribution of Cabinet documents and Requests For Decision.

3 SECRETARY TO CABINET COMMITTEES – Reporting to the Deputy Minister of Executive Council, provides administrative support services to the Social Planning Committee, the Metropolitan Affairs Committee, the Management Policy Committee, the Management Policy Advisory Committee, and selected special committees of Cabinet.

4 SECRETARY TO CABINET COMMITTEES – Reporting to the Deputy Minister of Executive Council, provides administrative support services to the Economic Planning and Resource Development Committee, the Energy Committee, the Rural Development Committee, the Research and Science Policy Committee, the Advisory Committee on Loans and Guarantees, and selected special committees of Cabinet.

5 ASSISTANT CLERK OF EXECUTIVE COUNCIL – Reporting to the Deputy Minister of Executive Council, provides support services with respect to Orders-in-Council and supervises the distribution of all Cabinet and Cabinet committee documents. Provides administrative support services to the Cabinet Committee on Legislative Review and selected special committees of Cabinet.

6 CO-ORDINATION OFFICER – Provides an administrative co-ordination service for Cabinet involving delegations, public appearances, diplomatic luncheons, and Court of Canadian Citizenship, and maintains itineraries and vacation schedules. Responsible for control of Cabinet documents.

7 ADMINISTRATIVE OFFICER – Responsible for the administrative requirements, including budgeting, accounting, personnel, and equipment and supplies, of Executive Council and the Office of the Premier.

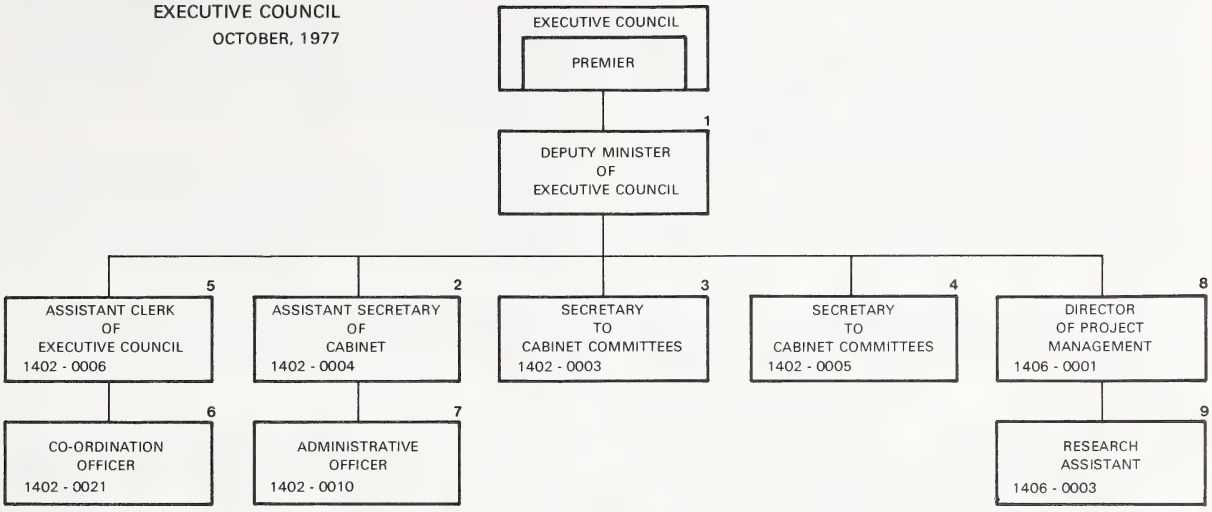
8 DIRECTOR OF PROJECT MANAGEMENT – Responsible to the Deputy Minister of Executive Council, provides a project management capability and a resource to Cabinet and Cabinet committees. Administers various task forces and study teams, and undertakes co-ordination activities on behalf of Executive Council.

9 RESEARCH ASSISTANT – Performs administrative research on various projects assigned to the Project Management Division.

Alberta

EXECUTIVE COUNCIL

OCTOBER, 1977



1 PROVINCIAL AUDITOR – Responsible for expression of his opinion as a result of financial and compliance audits of inter-departmental systems, departments, boards, commissions and other government - related agencies. Reviews are carried out, at the request of either the Legislature or the Executive Council, to determine efficiency and economy in the use of resources, and whether desired results have been effectively achieved. Associated responsibilities include management of a professional audit staff, development of computerized audit techniques, and making recommendations to the government related to financial administration, data processing, systems design, internal control and related functions.

2 DEPUTY PROVINCIAL AUDITOR – Administers, co - ordinates and controls the activities of the Office including the monitoring of auditing, reporting and reviewing standards. Advises the Provincial Auditor on matters relating to the affairs of the Office.

3 AUDIT DIRECTOR – Directs the programming and allocation of work and develops procedural standards to ensure that audits of government departments and government - related agencies are completed as required. Directs the review of financial statements, audit reports and audit files in connection with each audit engagement. Responsible for the general administration of the Revenue Branch of the Office.

4 AUDIT DIRECTOR – Responsible for the direction of the pre-audit of expenditure payments as provided under the various Statutes of Alberta, and for the establishment and maintenance of a concurrent audit function. Responsible for the preparation of the Public Accounts of the province.

5 DIRECTOR, DATA PROCESSING SERVICES – Responsible for developing and maintaining electronic data processing programs and systems as required to augment audit procedures and practices, including development of an EDP audit system. Offers expertise to the Office in the EDP processing field.

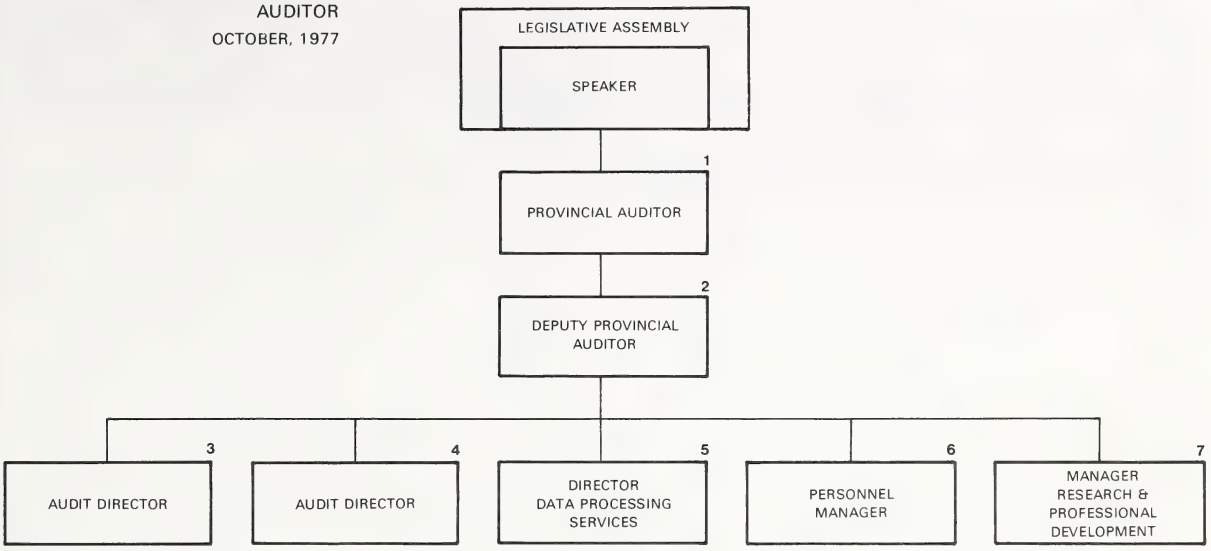
6 PERSONNEL MANAGER – Administers a program to advise and assist personnel within the Office. Provides assistance and guidance relative to staff recruitment and classification.

7 MANAGER, RESEARCH AND PROFESSIONAL DEVELOPMENT – Responsible for the development, implementation and monitoring of contemporary audit policies, methods, practices and techniques, and the standardization of a consistent audit approach within the Office.

Alberta

AUDITOR

OCTOBER, 1977



OFFICE OF THE CHIEF ELECTORAL OFFICER

FUNCTIONAL STATEMENTS – OCTOBER, 1977

This Office, established by statute in 1977, is in process of being organized and staffed.

Reporting to the Legislature, the Chief Electoral Officer's responsibilities are described in the Election Act and in the Election Finances and Contributions Disclosure Act.

Under the Election Act, the Chief Electoral Officer manages the conduct of provincial elections, and oversees the annual enumeration process.

Under the Election Finances and Contributions Disclosure Act, the Chief Electoral Officer ensures the public disclosure of the amount of contributions and expenditures, ensures limits on contributions are adhered to, and ensures the disclosure of the identity of major contributors.

Alberta

CHIEF ELECTORAL OFFICER

OCTOBER, 1977

ORGANIZATION CHART NOT AVAILABLE AT TIME OF PRINTING.

OFFICE OF THE OMBUDSMAN

FUNCTIONAL STATEMENTS – OCTOBER, 1977

1 OMBUDSMAN – Investigates complaints of individuals or groups relating to decisions, recommendations, acts or omissions of the provincial government alleged to be unlawful, unjust, or wrong; reports thereon to the Legislature and the complainant.

2 LEGAL – Provides legal advice and assistance to the Ombudsman; conducts investigations; acts for the Ombudsman in administrative matters in his absence.

3 ADMINISTRATION – Provides administrative and support services to the Ombudsman's office at his direction; conducts investigations as assigned by the Ombudsman.

4 INVESTIGATION – Conducts investigations as assigned by the Ombudsman and acts in a consultative capacity.

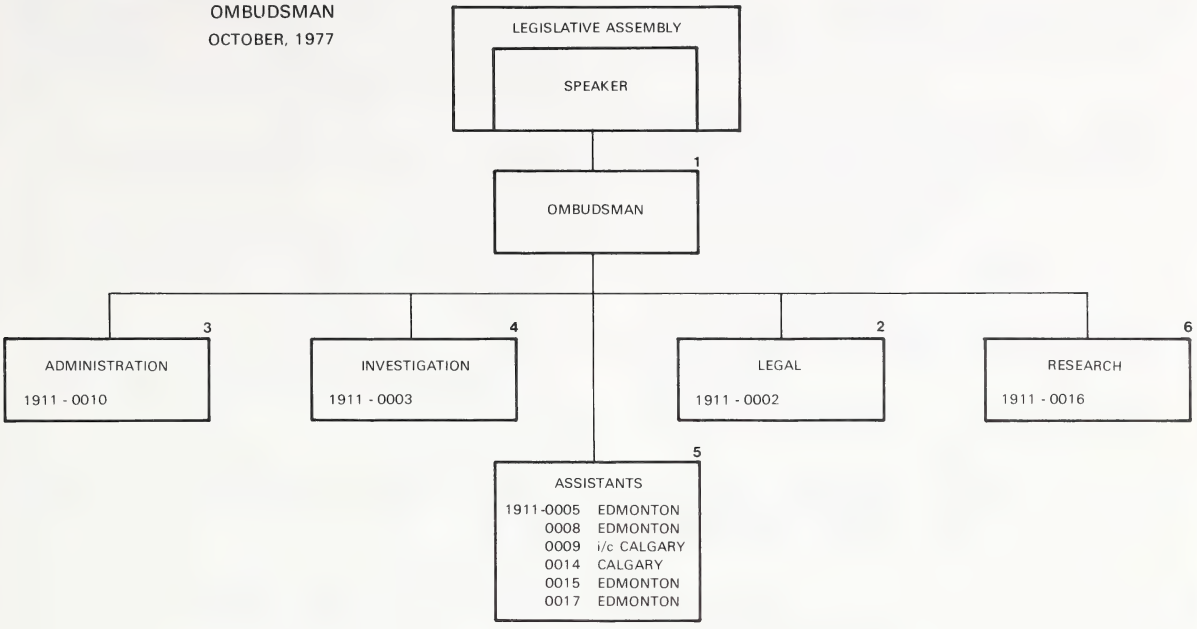
5 ASSISTANTS – At the direction of the Ombudsman, investigate, report and recommend on matters accepted by the Ombudsman for review.

6 RESEARCH – Conducts research into legislation concerning matters within the purview of the Ombudsman; maintains computer program and related duties.

Alberta

OMBUDSMAN

OCTOBER, 1977



1 DEPUTY MINISTER – Administers, co-ordinates and controls department activities including program, administrative, manpower and institutional functions.

2 EXECUTIVE DIRECTOR, PLANNING SECRETARIAT – Responsible for development of conceptual and strategic plans forecasting research and analysis of policy alternatives.

3 CO-ORDINATOR, PERSONNEL SERVICES – Responsible for planning, development and co-ordination of personnel services for the department.

4 CHAIRMAN, STUDENTS FINANCE BOARD – Responsible directly to the Minister for the administration of Students Finance Board and as an advisor on student support matters.

5 ASSISTANT DEPUTY MINISTER, PROGRAM SERVICES – Responsible for program services including program co-ordination, assessment, approval, termination, evaluation and allocation; transfers of credits and accreditation; instructional modes and educational technology development; further education, and programs related to health and social services, manpower.

6 DIRECTOR, TECHNICAL/VOCATIONAL PROGRAMS – Responsible for development and monitoring of programs leading to technical and vocational qualification; assessing these for manpower training through vocational centres and other facilities; co-ordinating programs at the technical institutions, colleges and vocational centres.

7 DIRECTOR, FURTHER EDUCATION – Responsible for the development of comprehensive, co-ordinative programs in further education for adult Albertans; provides leadership, advice and assistance to organizations and agencies in this area.

8 DIRECTOR, DEGREE PROGRAMS AND RESEARCH – Responsible for co-ordination of program development at the provincial universities; between universities and other institutions; and for policy development in this regard.

9 DIRECTOR, COLLEGE PROGRAMS – Responsible for co-ordination of program development at six public and three regional colleges; between the colleges and other institutions; and for policy development in this regard.

10 DIRECTOR, LEARNING SYSTEMS – Responsible for monitoring educational delivery system networks; facilitating the implementation of major appropriate technological components to approve access and to increase effectiveness in the area; and to integrate learning modes.

11 DIRECTOR, HEALTH AND SOCIAL SERVICE PROGRAMS – Responsible for program co-ordination and development activities as they relate to programs for meeting training and educational needs in health and social services; within these program areas, responsibility also extends to joint planning of activities with agencies in the various service centres for the purpose of developing manpower planning capability; and the related educational services.

12 ASSISTANT DEPUTY MINISTER, ADMINISTRATIVE SERVICES – Responsible for administrative services including operations, planning, review and approval of operating and capital finance; campus development; administrative services to institutions; and the departmental communications services.

13 DIRECTOR, FINANCE OPERATIONS – Responsible for the administration and control of capital and operating appropriations of the department and for provisions of finance administration services.

14 DIRECTOR, FINANCIAL PLANNING – Responsible for co-ordinating the development of financial support systems for advanced education institutions, and for implementing, maintaining and monitoring systems and policies in this area.

15 DIRECTOR, LEGISLATIVE SERVICES – Responsible for co-ordinating services related to legal and legislative aspects of department operations, and for the monitoring of the implementation of these policies and programs.

16 DIRECTOR, CAMPUS DEVELOPMENT – Responsible for planning, review, approvals and policy development in the capital planning and programming areas; co-ordinating campus development of provincially administered institutions; and assists with capital resource allocation decisions.

17 DIRECTOR, ADMINISTRATIVE SERVICES, COLLEGES AND UNIVERSITIES – Provides administrative services to, and maintains liaison with, institutions governed by boards of governors; co-ordinates those aspects of institutional administration which are affected by the department.

18 DIRECTOR, COMMUNICATIONS – As representative of Public Affairs Division, assumes responsibility for directing all public relations, advertising, information services, printing and related requirements of the department.

19 ASSISTANT DEPUTY MINISTER, MANPOWER SERVICES – Responsible for the management of the activities of the employment development, career development and apprenticeship areas of the division.

20 DIRECTOR, APPRENTICESHIP AND TRADE CERTIFICATION – Responsible for the co-ordination of training of apprentices; for the certification of tradesmen designated of the Apprenticeship Act and for the journeymen's certification of trades designated of The Tradesmen's Qualifications Act, The Welding Act, and The Dental Mechanics Act; and to ensure compliance with the provisions of these four acts.

21 PROGRAM DEVELOPMENT AND STANDARDS – Responsible for the development of suitable training programs and facilities for that training in all designated trades.

22 CO-ORDINATOR, DIVISIONAL ADMINISTRATION – Responsible for the general administrative services related to apprenticeship and tradesmen's qualifications throughout the province-wide program.

23 FIELD SERVICES – Responsible for regular field inspection reports on the indenturing, as well as the placement, of apprentices and certification of tradesmen.

24 EXECUTIVE DIRECTOR, EMPLOYMENT DEVELOPMENT – Responsible for arranging the required manpower for a new and expanding industry in the province to establish contact with employers and resource departments.

25 DIRECTOR, MANPOWER TRAINING – Responsible for developing policy recommendations, guidelines and regulations pertaining to the operations of manpower training services in the province.

26 DIRECTOR, MANPOWER MOBILITY – Responsible for the development and implementation of a program to assist employers to recruit to specific jobs or opportunities, and to assist potential immigrants, by supplying information and counselling in a number of decentralized locations.

27 DIRECTOR, JOB IDENTIFICATION – Responsible for the identification of industrial manpower requirements in new and expanding industry.

28 EXECUTIVE DIRECTOR, CAREER DEVELOPMENT – Responsible for the improvement in patterns and quality of career transitions by Albertans so as to permit both human and economic growth and development in the province.

29 DIRECTOR, CAREER RESOURCES – Responsible for collection, collation, and organization of career information into an effective mechanism for providing career information to meet the needs of Albertans.

30 DIRECTOR, SPECIAL MANPOWER PROGRAMS – Responsible for planning and implementation of provincial special manpower programs to complement and supplement similiar federal programs.

31 DIRECTOR, CAREER COUNSELLING – Responsible for planning and implementing a program to provide direct services to Albertans in a number of decentralized locations.

32 PRESIDENT, NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY – Administers a polytechnic institute providing technical, vocational and trade education at the post secondary level through regular day programs, apprenticeship programs and continuing education activities.

33 PRESIDENT, SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY – Administers a polytechnic institute, providing technical, vocational and trade education at the post secondary level through regular day programs, apprenticeship programs and continuing education activities.

34 ASSISTANT DEPUTY MINISTER, FIELD SERVICES – Responsible for leadership and policy direction required in the management of a number of institutions and agencies, providing educational services to citizens throughout Alberta.

35 FIELD OPERATIONS – Responsible for general policy development and maintenance of the administrative systems required in the Field Services Division.

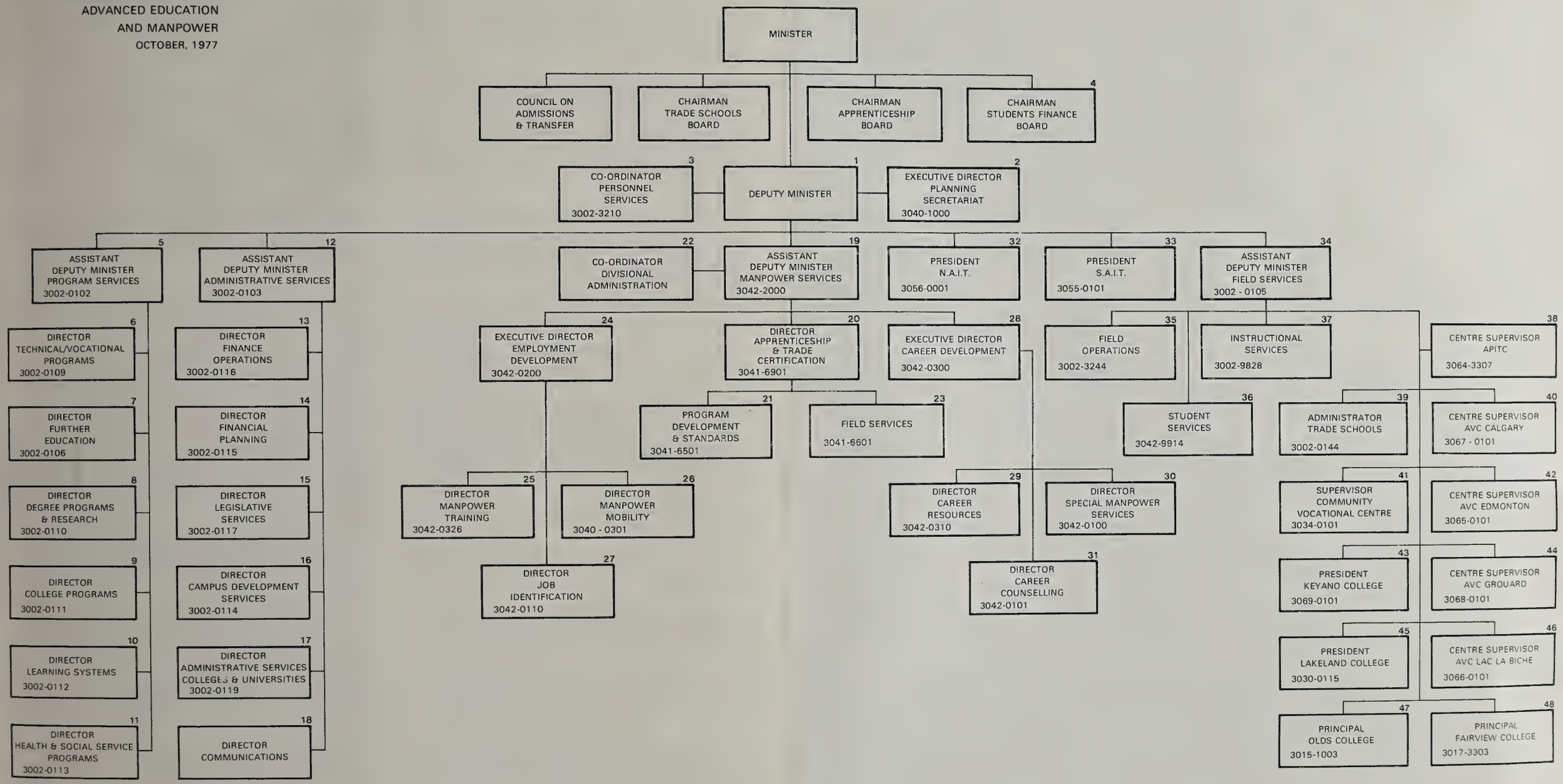
36 STUDENT SERVICES – Responsible for leadership and policy direction to students' services located with institutions and agencies of the division throughout the province.

37 INSTRUCTIONAL SERVICES – Responsible for policy development and leadership in the development of the instructional programs and services in institutions and agencies located throughout the province.

38 to 48 PRESIDENTS, PRINCIPALS, ADMINISTRATOR, SUPERVISORS OF COLLEGES, SCHOOLS, VOCATIONAL CENTRES – Administer programs for training and continuing education of adults related to technical, vocational and continuing education programs located in the institutions or delivered through agencies throughout the province.

Alberta

ADVANCED EDUCATION
AND MANPOWER
OCTOBER, 1977



1 DEPUTY MINISTER – Recommends, implements and expedites policies and programs through the administration, co-ordination and control of the department's functions to aid in the increased economic viability of the agricultural industry.

2 CHAIRMAN, PLANNING AND RESEARCH SECRETARIAT – Communicates with all segments of the agricultural industry and other governments. Formulates policy alternatives, designs implementation strategy, and evaluates effectiveness related to viability of the Alberta agricultural industry.

3 DIRECTOR, RURAL DEVELOPMENT – Administers DREE cost sharing development programs.

4 PERSONNEL DIRECTOR – Develops and administers a personnel program to advise, assist and control personnel plans and transactions to aid line management in achieving its operating objectives.

5 ASSISTANT DEPUTY MINISTER, PRODUCTION – To aid in development, ensures implementation of policies maximizing use of Alberta's agricultural production resources with acceptable economic return to the individual producer by administration of Animal Industry, Plant Industry, Veterinary Services, and Dairy Division as integral parts of department programs.

6 DIRECTOR, ANIMAL INDUSTRY – Co - ordinates and directs the orderly development, administration, and regulation of programs and policies designed to maximize production of animals and animal products, compatible with the total Alberta agricultural resource potential.

7 DIRECTOR, PLANT INDUSTRY – Develops short and long-term objectives for the plant production sector of the agricultural industry of Alberta; develops broad policy guidelines and directs programs in crop production methods, cultural improvement, variety selection, soils management, crop protection and pest control, regulatory and chemical weed control, horticultural development, extension and research, to achieve these goals. The Director is also the administrative contact with the Alberta Weather Modification Board and the Hail and Crop Insurance Corporation.

8 DIRECTOR, VETERINARY SERVICES – Develops policies and directs programs designed to (a) reduce disease losses in livestock and wildlife by providing effective preventive and clinical veterinary services, and (b) provide safe wholesome animal foods for humans and minimize risk from diseases transmitted from animals to man.

9 DIRECTOR, DAIRY DIVISION – Co-ordinates and directs the orderly development, administration and regulation of programs and policies designed to maximize production and returns to the dairy industry compatible with the total Alberta agricultural resource potential.

10 ASSISTANT DEPUTY MINISTER, ECONOMIC AND MARKETING SERVICES – Through the administration and co-ordination of the Economic Services and the Marketing Services divisions ensures the implementation of policies whereby economic and marketing information and services are provided to primary producers and agri-business as an aid to maximizing marketing and processing opportunities.

11 DIRECTOR, ECONOMIC SERVICES – Provides the department and the agricultural sector with a continuing statistical and market analysis service for market development and expansion programs.

12 DIRECTOR, MARKETING SERVICES – Provides co-ordination to agricultural processing, commodity development and food marketing areas as well as developing market potential for Alberta products.

13 ASSISTANT DEPUTY MINISTER, DEVELOPMENT – Provides executive attention to policies of farm and rural resource development divisions; formulates policy and program concepts; executes options to increase farm incomes; develops family farm entrepreneurship; supports development of farm and non-farm rural opportunities; supports a viable rural way of life; integrates development policies with those of marketing and production.

14 DIRECTOR, EXTENSION – Directs extension programs to ensure effective programs are consistent with policy. Ensures technological and professional expertise is brought to bear in the planning and execution of regional and district programs which implement total department resources to aid improved economic viability of Alberta's farming and agricultural industry.

15 DIRECTOR, FAMILY FARM DEVELOPMENT – Supervises programs of the divisions and plans and develops new programs.

16 DIRECTOR, HOME ECONOMICS AND 4-H DIVISION – Administers programs for the division and recommends policy and short and long-term planning in Home Economics and 4-H.

17 DIRECTOR, IRRIGATION DIVISION – Responsible for providing professional and technical assistance, recommending policies and implementing programs designed to encourage and, where possible, ensure the successful establishment, development and management of irrigation systems and the economic viability of irrigated farm units.

18 DIRECTOR, FARM TRAINING – Directs all farm training programs and farm student exchange programs.

19 MANAGER, IRRIGATION SECRETARIAT – Provides administrative management and support to irrigation policy and programs for irrigation districts.

20 PROJECT MANAGER, EAST INDONESIA REGIONAL DEVELOPMENT PLAN – Directs Alberta's involvement in the Canadian International Development Agency program in East Indonesia.

21 ASSISTANT DEPUTY MINISTER, INTERNATIONAL MARKETING – Develops, co-ordinates and directs department policies and programs that will optimize exports of Alberta's agricultural commodities, processed products and technical services.

22 DIRECTOR, MARKETING – Develops specific marketing strategies for the export of Alberta's agricultural and food products and directs marketing officers who co-ordinate specific projects.

23 INTERNATIONAL TRADE DIRECTORS: PACIFIC RIM, LATIN AMERICA, U.S.A., EUROPE – Search out, evaluate and document opportunities in specific world markets for supply of Alberta agricultural commodities, processed products and technical services. Bring domestic supplies and foreign buyers together with the object of arranging for long-term export contracts.

24 DIRECTOR, ADMINISTRATION – Responsible for assisting and advising the Deputy Minister regarding administration including Financial Services, Communications, Systems Design and Data Analysis, Library, Records Management; budget and internal policy information and implementation.

25 HEAD, FINANCIAL SERVICES – Provides administrative supervision for functions of the accounts branch, including responsibility for all revenues and expenditures, and provides financial planning advice to aid line management in achieving its operating objectives.

26 HEAD, COMMUNICATIONS – Administers and supervises the department's information branch gathering, preparing and disseminating agricultural information on programs, policies and regulations of the Department of Agriculture and related agencies via news releases for press, radio, television and publications as well as a variety of audio-visual media.

27 HEAD, SYSTEMS DESIGN AND DATA ANALYSIS – Provides department staff and related boards and agencies with co-ordinated systems; studies, designs programs and implements data processing systems and analyses to aid in providing a base for policy formulation and planning.

28 HEAD, LIBRARY – Maintains reference library providing statistical, technical and general information on varied agricultural subjects. Assists in functioning of branch libraries.

29 HEAD, RECORDS MANAGEMENT – Assists department in orderly control of all records. Works closely with archives on record accumulation, microfilming policy and record destruction.

30 CHAIRMAN, IRRIGATION COUNCIL – Provides administrative management and support to irrigation policy and programs for irrigation districts.

31 CHAIRMAN, ALBERTA WEATHER MODIFICATION BOARD – Responsible for administering the research and commercial weather modification projects.

32 CHAIRMAN, SURFACE RIGHTS BOARD – Responsible for administration of the Surface Rights Act and Part 3 of the Expropriation Procedure Act; initiates and implements board policies; initiates legislative changes and formulates rules of procedure.

33 CHAIRMAN, DAIRY CONTROL BOARD – Administers the Alberta Dairy Board Act which provides regulation of the Dairy Industry, and the Milk Pricing Regulation of the Public Utilities Board, and includes the Alberta Plan for Milk Market Sharing which is part of a Canadian comprehensive plan for milk marketing.

34 CHAIRMAN, AGRICULTURAL DEVELOPMENT CORPORATION – Provides short and long-term credit through loans and guarantees to enhance the quality of life in rural Alberta.

35 CHAIRMAN, ALBERTA GRAIN COMMISSION – Provides continuous review of all facets of the grain and oilseeds industry in Alberta for purposes of recommending policy.

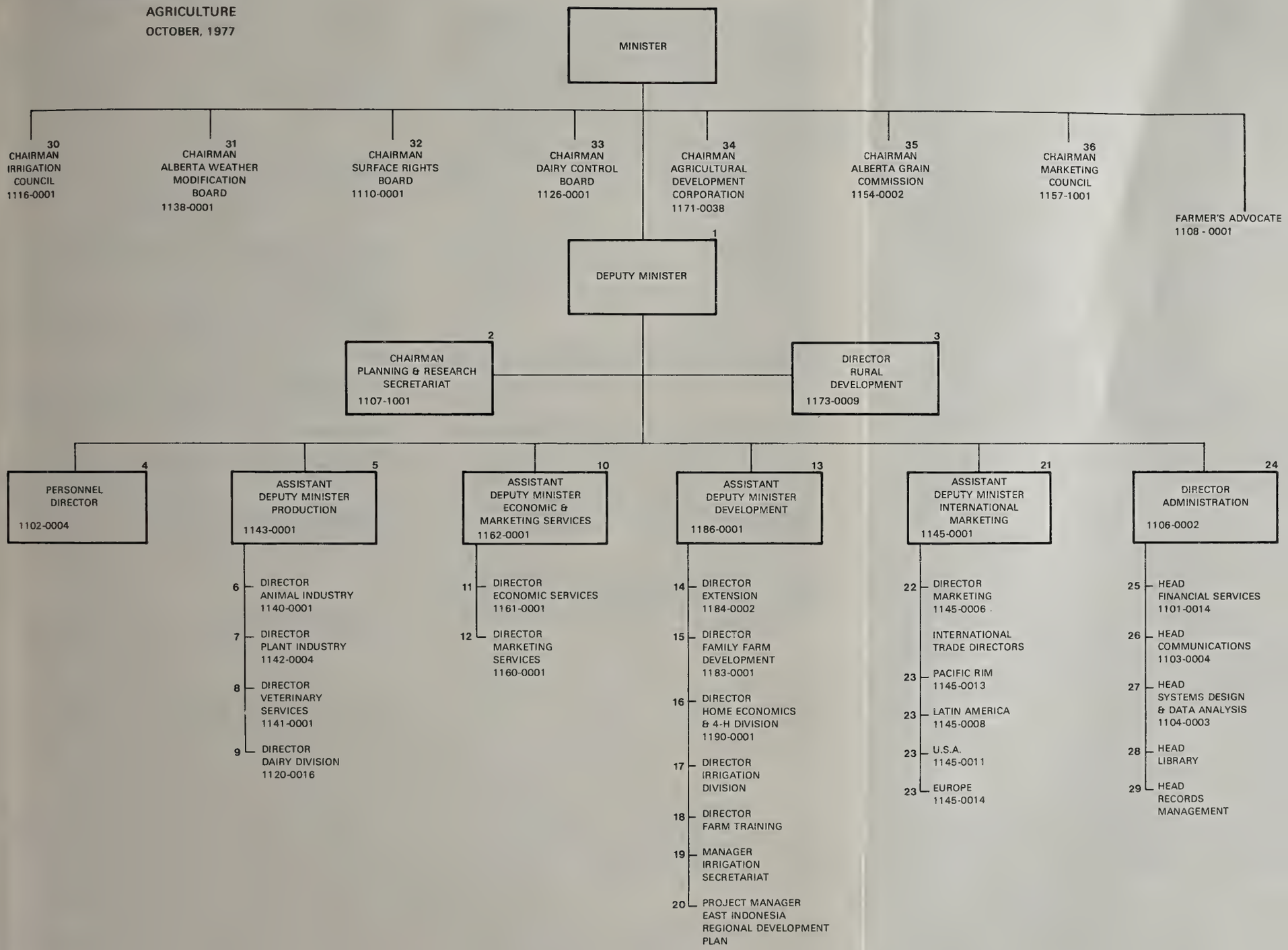
36 CHAIRMAN, MARKETING COUNCIL – Administers The Marketing of Agricultural Products Act and provides assistance, advice and support to marketing boards and commissions in an effort to expand and improve marketing opportunities for Alberta.

37 FARMER'S ADVOCATE – Acts as an ombudsman to any farmer who may feel his rights have been violated.

Alberta

AGRICULTURE

OCTOBER, 1977


MINISTER
30 CHAIRMAN IRRIGATION COUNCIL 1116-0001
31 CHAIRMAN ALBERTA WEATHER MODIFICATION BOARD 1138-0001
32 CHAIRMAN SURFACE RIGHTS BOARD 1110-0001
33 CHAIRMAN DAIRY CONTROL BOARD 1126-0001
34 CHAIRMAN AGRICULTURAL DEVELOPMENT CORPORATION 1171-0038
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1 DEPUTY MINISTER
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9 DIRECTOR DAIRY DIVISION 1120-0016
10 ASSISTANT DEPUTY MINISTER ECONOMIC & MARKETING SERVICES 1162-0001
11 DIRECTOR ECONOMIC SERVICES 1161-0001
12 DIRECTOR MARKETING SERVICES 1160-0001
13 ASSISTANT DEPUTY MINISTER DEVELOPMENT 1186-0001
14 DIRECTOR EXTENSION 1184-0002
15 DIRECTOR FAMILY FARM DEVELOPMENT 1183-0001
16 DIRECTOR HOME ECONOMICS & 4-H DIVISION 1190-0001
17 DIRECTOR IRRIGATION DIVISION
18 DIRECTOR FARM TRAINING
19 MANAGER IRRIGATION SECRETARIAT
20 PROJECT MANAGER EAST INDONESIA REGIONAL DEVELOPMENT PLAN
21 ASSISTANT DEPUTY MINISTER INTERNATIONAL MARKETING 1145-0001
22 DIRECTOR MARKETING 1145-0006
INTERNATIONAL TRADE DIRECTORS
23 PACIFIC RIM 1145-0013
23 LATIN AMERICA 1145-0008
23 U.S.A. 1145-0011
23 EUROPE 1145-0014
24 DIRECTOR ADMINISTRATION 1106-0002
25 HEAD FINANCIAL SERVICES 1101-0014
26 HEAD COMMUNICATIONS 1103-0004
27 HEAD SYSTEMS DESIGN & DATA ANALYSIS 1104-0003
28 HEAD LIBRARY
29 HEAD RECORDS MANAGEMENT

1 DEPUTY ATTORNEY GENERAL – Advises the Minister respecting his duties and responsibilities as the senior law officer of the Crown, and administers all departmental functions including the provision of legal services to Executive Council, departments of government and associated boards, agencies and commissions; administrative support services to the court system; and prosecutorial services on behalf of the Crown.

2 PUBLIC TRUSTEE – Administers the estates of mentally incompetent persons. Acts as custodian of property of missing or deceased persons and persons held in correctional institutions. Also acts as guardian of the estates of infants if not otherwise provided for.

3 CHIEF MEDICAL EXAMINER – Responsible for the establishment of policies and procedures to be followed by the medical examiners and the administration of the Fatality Inquiries Act.

4 LEGISLATIVE COUNSEL – Responsible for research and preparation of legislation.

5 REGISTRAR LAND TITLES (EDMONTON/CALGARY) – Provide legal advice and direction respecting all aspects of land registration and the registration of titles and other documents.

6 ASSISTANT DEPUTY ATTORNEY GENERAL (LAW) – Functions as the senior counsel for the department by providing advice and direction on complex constitutional matters.

7 SPECIAL ADVISOR AND PLANNING CO-ORDINATOR – Responsible for the provision of non-legal services to the department and the public, and for the implementation of the recommendations of the Kirby Board of review.

8 DIRECTOR, CIVIL LAW – Organizes and co-ordinates the provision of legal services to the government, advises and represents all agencies and departments thereof in legal proceedings and civil matters, and is responsible for the inspection of all legal offices.

9 DIRECTOR, CRIMINAL JUSTICE – Administers the provision of criminal prosecutorial services.

10 DIRECTOR, LEGAL RESEARCH AND ANALYSIS – Responsible to the Deputy Attorney General for development and administration of a legal research and analysis capability aimed at improving the administration of justice within Alberta.

11 DIRECTOR, COURT SERVICES – Provides and administers a comprehensive range of physical and staff support to the Alberta court system. Maintains effective operational relationships with the judiciary and the legal profession and ensures that the court system remains responsive to the changing needs and priorities of the judicial process.

12 DIRECTOR, RECORDS AND INFORMATION – Administers a comprehensive records management and information services program on behalf of the department.

13 DIRECTOR, PERSONNEL – Administers all departmental personnel services including recruitment, classification, staff relations and personnel development.

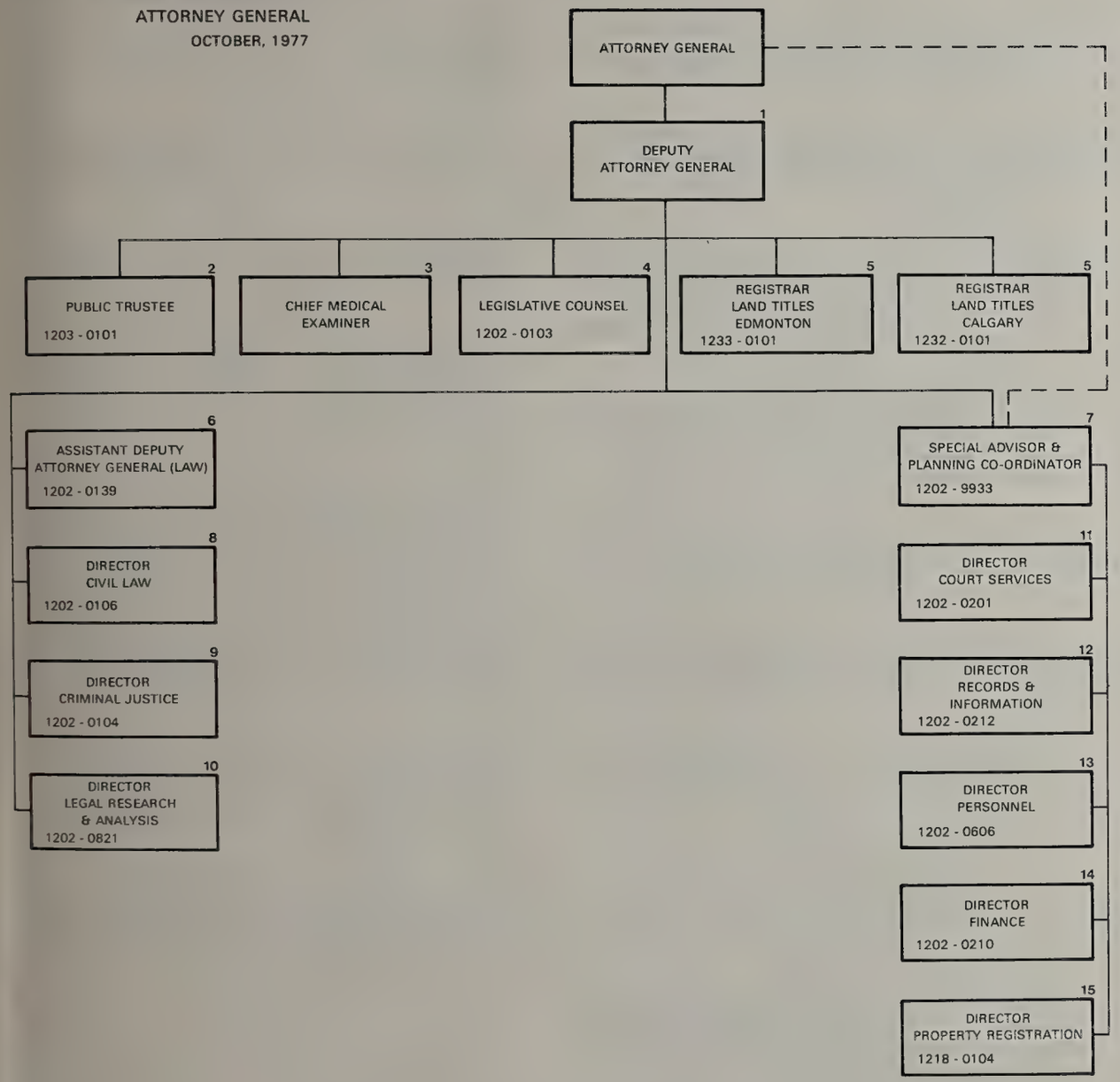
14 DIRECTOR, FINANCE – Provides a complete range of accounting and procurement services to the department including the processing of all revenue and expenditure accounts, auditing and program budgeting.

15 DIRECTOR, PROPERTY REGISTRATION – Administers the operation of the land registration system under the Land Titles Act, Dower Act, and such other acts concerned with the registration of titles and documents. Administers the registration of chattels through the Central Registry.

Alberta

ATTORNEY GENERAL

OCTOBER, 1977



1 DEPUTY MINISTER – Administers, co-ordinates and controls the departmental functions including economic research, promotion of economic development and expansion of Alberta export markets.

3 ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION – Responsible for and gives direction to the finance and administrative services of the department.

4 ASSISTANT DEPUTY MINISTER, BUSINESS DEVELOPMENT – Administers, co-ordinates and controls the divisional functions including expanding the export of Alberta products and promoting industrial development in Alberta.

5 ASSISTANT DEPUTY MINISTER, TOURISM (TRAVEL ALBERTA) – Responsible for the development and management of programs designed to stimulate the balanced growth, productivity and diversification of the tourism industry in Alberta. All services are developed and provided in close co-operation with other departments and agencies, particularly Recreation, Parks and Wildlife.

6 EXECUTIVE DIRECTOR, RESEARCH & ANALYSIS BRANCH – Provides co-ordination and direction for all activities of the branch; prepares and implements long-term plans and budgets for the branch and establishes program objectives.

7 DIRECTOR, POLICY ANALYSIS – Provides advice to senior department officials on policies relating to business development. Responsible for many of the departmental publications including the Executive Report.

8 DIRECTOR, RESEARCH & EVALUATION – Works closely with the business development sector in developing industry position papers. Responsibilities also include market analysis in response to small business requests and review of both small and large industrial activity.

9 BUSINESS AND FINANCIAL ANALYSTS – Provides the Minister with specialized financial analyses and assessments of major and/or special projects and recommends related policy as required.

10 DIRECTOR, PERSONNEL AND ADMINISTRATION – Provides a personnel management service for the department in selection and recruitment, job classification, advice on staff relations, payroll and benefits administration; co-ordinates both the performance appraisal system for management staff and the in-scope employee evaluation program. Provides administrative services to the department, including space, mail room, messenger service, internal supply.

11 DIRECTOR, BUDGETARY AND ACCOUNTING SERVICES – Co-ordinates the budget cycle, and operates as the departmental accounting centre.

13 DIRECTOR, COMMUNICATIONS – Supplied by Public Affairs Division.

14 DEPARTMENT SOLICITOR – Supplied by Attorney General.

15 DIRECTORS, EUROPEAN OPERATIONS, WESTERN U.S.
16 OPERATIONS, S.E. ASIA OPERATIONS – Provide information
17 about Alberta and encourage interest in industry. Promote sale of Alberta products and the manufacture of foreign products by Albertans.

18 EXECUTIVE DIRECTOR, REGIONAL DEVELOPMENT – Responsible for the implementation of the community economic development, business development and other programs of the branch and department to effectively improve the economic viability of the regional centres of Alberta.

19 DIRECTORS, NORTH – SOUTH – Assist in development of ob-
20 jectives and strategic economic development plans; responsible for the effective implementation of programs in comparison with branch and departmental objectives. Supervise and motivate economic development representatives and discuss industrial/commercial expansion or entry into Alberta with executives of firms.

21 DIRECTOR, PROJECTS – Plans, organizes and implements resources of the Alberta government and the private sector, major regional, economic development projects in the province, and will implement unique and imaginative opportunity situations.

22 DIRECTOR, SMALL BUSINESS DEVELOPMENT – Organizes joint venture projects with firms in the private sector and with municipal governments to improve development activity; makes policy recommendations in the area of industrial land and facilitates development; develops and implements programs to stimulate the development of industrial land and facilities in regional areas of Alberta; advises and assists small businesses with varying problems.

23 EXECUTIVE DIRECTOR, INDUSTRY DEVELOPMENT – Responsible for branch management, program planning, program development and program implementation. Assists the Assistant Deputy Minister in achieving the goals of the division through direct measure of branch achievement.

24 DIRECTOR, CHEMICALS AND FUELS – Responsible for sector on organic and inorganic industrial chemicals, petrochemicals, fertilizers, plastics and resins, fine and specialty chemicals, pharmaceuticals, industrial gases, rubber, pesticides, coatings, soaps and detergents, etc. Administration of the Oil and Gas Conservation Act as it involves the Department of Business Development and Tourism.

25 DIRECTOR, MANUFACTURING – Responsible for plastics fabrication, leather industries, textile clothing and knitting mill industries, metal fabrication, machinery manufacturing, transportation equipment manufacturing, electrical and electronic products manufacturing, sporting goods and toy manufacturing industries.

26 DIRECTOR, FILM INDUSTRY – Responsible for motion picture and TV film production, photographic technology, and the graphic area.

27 DIRECTOR, FOREST PRODUCTS – Responsible for the logging industry, forestry services, wood industries, furniture and fixtures industries, paper allied industries, and the printing, publishing and allied industries.

29 EXECUTIVE DIRECTOR, MARKETING SERVICES – Responsible for branch management, program planning, program development and program implementation. Assists the Assistant Deputy Minister in achieving the goals of the division through direct measure of branch achievement.

30 DIRECTORS: S.E. ASIA/PACIFIC RIM/AFRICA, EUROPE/MIDDLE EAST, CANADA/U.S.A., LATIN AMERICA – Responsible for the development of markets for Alberta products in their geographical areas, and provide market identification and marketing plan assistance to the private sector in Alberta.

31 EXECUTIVE DIRECTOR, TRADE DEVELOPMENT – Responsible for branch management, program planning, program development, and program implementation in the area of export sales. Assists the Assistant Deputy Minister in achieving the goals of the division through direct measure of branch achievement.

32 INTERNATIONAL TRADE DIRECTORS: S.E. ASIA/PACIFIC RIM, EUROPE/MIDDLE EAST/AFRICA, CANADA/U.S.A., LATIN AMERICA – Responsible for providing direct export sales assistance to client companies in the province of Alberta in their geographical areas.

33 DIRECTOR, TRAVEL DEVEOPMENT – This is a senior executive position responsible for directing a comprehensive province-wide program in travel industry development which will optimize the implementation, evaluation and improvement of the tourism plant in Alberta.

34 CO-ORDINATOR, PLANNING AND DEVELOPMENT – Responsible to the Executive Director, Travel Development for specific area destination planning in accordance with Travel Alberta's policy.

35 EXECUTIVE DIRECTOR, VISITOR SERVICES – Administers the department's responsibility for disseminating information to the visitors within and to the province of Alberta and to maintain a minimum standard of operation in the hospitality services industries.

36 DIRECTOR, INFORMATION AND DISTRIBUTION – Responsible to the Executive Director, Visitor Services for the efficient distribution of Travel Alberta literature and the operation of Travel Alberta information centres and counsellor and enquiry services.

37 DIRECTOR, INDUSTRY RELATIONS – Responsible to the Executive Director, Visitor Services, for liaison with the private sector associations and interdepartmental committees and to recommend improved technological services to the travel industry.

38 EXECUTIVE DIRECTOR, TRAVEL MARKETING – Responsible for the development of market programs in accordance with the policies of the overall Travel Alberta marketing strategy.

39 DIRECTOR, MARKET DEVELOPMENT – Responsible to the Executive Director, Travel Marketing, for the development of market programs in group sales of special interest and individual programs to and in Alberta in accordance with the policies established by the Executive Director.

40 DIRECTOR, MARKETING SALES – Responsible to the Executive Director, Marketing, for the sales force in the selling of market programs.

41 DIRECTOR, MARKETING SERVICE – Responsible to the Director, Marketing Development for the development of group sales consisting of conventions, incentive travel, package tours and travel trade.

42 DIRECTOR, EUROPEAN SALES – Responsible for the implementation and management of tourism programs designed to meet objectives for the United Kingdom and Europe, i.e. responsible for a program embracing market development, market sales, marketing services, travel information services and industry relations.

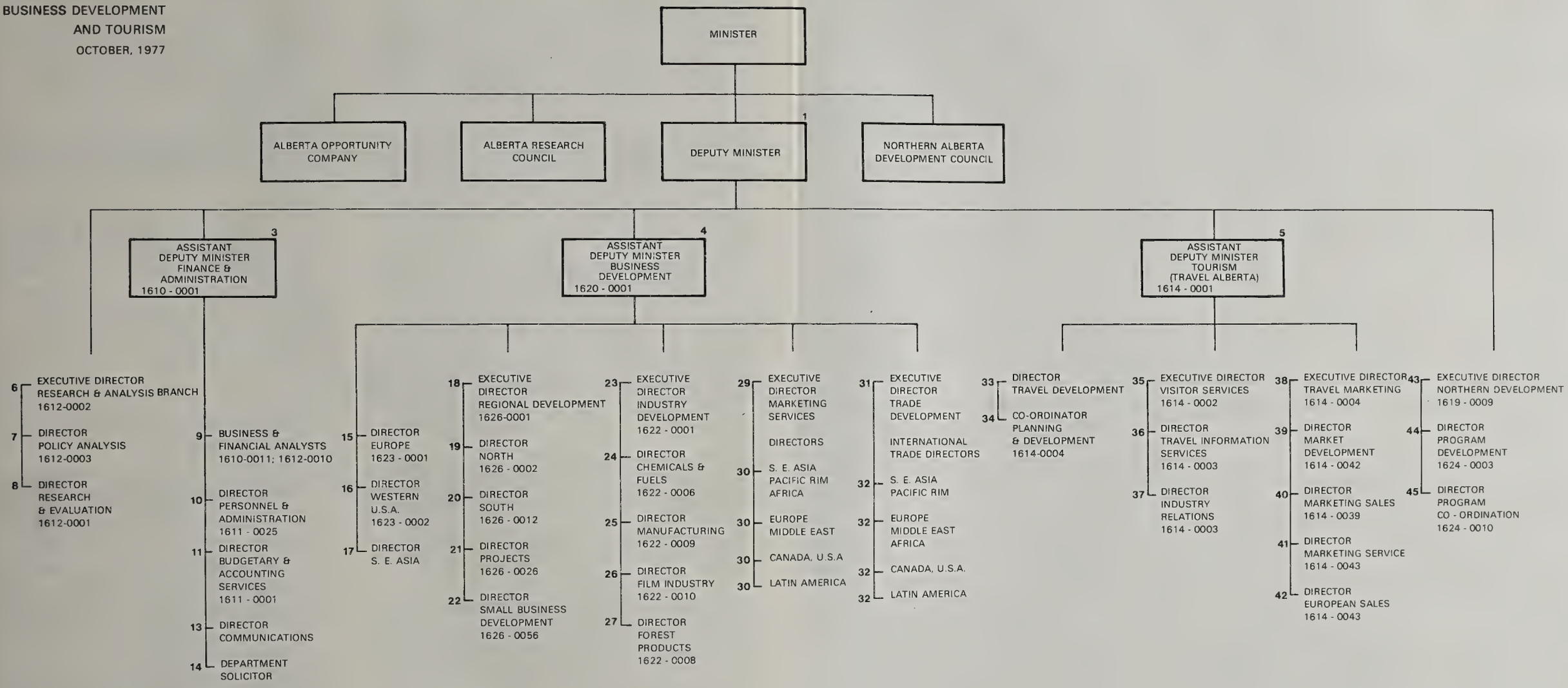
43 EXECUTIVE DIRECTOR, NORTHERN DEVELOPMENT – Prepares policy position papers related to northern development activities. Advises the Minister on matters affecting the responsibility of the Northern Development office. Responsible for the supervision of research and implementation involving the planning, monitoring and evaluation of government programs in northern Alberta. Provides secretarial and professional staff support to Northern Alberta Development Council. Member of Federal/Provincial Joint Committee supervising interim "Alberta North" agreement and responsible for planning a long-term "Alberta North" agreement.

44 DIRECTOR, PROGRAM DEVELOPMENT – Responsible for developing, implementing and monitoring programs with regard to agriculture, rural diversification and transportation; serves as chairman of the Human Environment Committee of the Alberta Oil Sands Environmental Research project.

45 DIRECTOR, PROGRAM CO-ORDINATION – Responsible for developing, implementing and monitoring programs regarding community economic development in Alberta's north and native employment; responsible for the implementation of the Alberta North Interim Agreement.

Alberta

BUSINESS DEVELOPMENT
AND TOURISM
OCTOBER, 1977


MINISTER
ALBERTA OPPORTUNITY COMPANY
ALBERTA RESEARCH COUNCIL
1 DEPUTY MINISTER
NORTHERN ALBERTA DEVELOPMENT COUNCIL
3 ASSISTANT DEPUTY MINISTER FINANCE & ADMINISTRATION 1610 - 0001
4 ASSISTANT DEPUTY MINISTER BUSINESS DEVELOPMENT 1620 - 0001
5 ASSISTANT DEPUTY MINISTER TOURISM (TRAVEL ALBERTA) 1614 - 0001
6 EXECUTIVE DIRECTOR RESEARCH & ANALYSIS BRANCH 1612-0002
7 DIRECTOR POLICY ANALYSIS 1612-0003
8 DIRECTOR RESEARCH & EVALUATION 1612-0001
9 BUSINESS & FINANCIAL ANALYSTS 1610-0011; 1612-0010
10 DIRECTOR PERSONNEL & ADMINISTRATION 1611 - 0025
11 DIRECTOR BUDGETARY & ACCOUNTING SERVICES 1611 - 0001
13 DIRECTOR COMMUNICATIONS
14 DEPARTMENT SOLICITOR
15 DIRECTOR EUROPE 1623 - 0001
16 DIRECTOR WESTERN U.S.A. 1623 - 0002
17 DIRECTOR S. E. ASIA
18 EXECUTIVE DIRECTOR REGIONAL DEVELOPMENT 1626-0001
19 DIRECTOR NORTH 1626 - 0002
20 DIRECTOR SOUTH 1626 - 0012
21 DIRECTOR PROJECTS 1626 - 0026
22 DIRECTOR SMALL BUSINESS DEVELOPMENT 1626 - 0056
23 EXECUTIVE DIRECTOR INDUSTRY DEVELOPMENT 1622 - 0001
24 DIRECTOR CHEMICALS & FUELS 1622 - 0006
25 DIRECTOR MANUFACTURING 1622 - 0009
26 DIRECTOR FILM INDUSTRY 1622 - 0010
27 DIRECTOR FOREST PRODUCTS 1622 - 0008
29 EXECUTIVE DIRECTOR MARKETING SERVICES
DIRECTORS
30 S. E. ASIA PACIFIC RIM AFRICA
30 EUROPE MIDDLE EAST
30 CANADA, U.S.A
30 LATIN AMERICA
31 EXECUTIVE DIRECTOR TRADE DEVELOPMENT
INTERNATIONAL TRADE DIRECTORS
32 S. E. ASIA PACIFIC RIM
32 EUROPE MIDDLE EAST AFRICA
32 CANADA, U.S.A.
32 LATIN AMERICA
33 DIRECTOR TRAVEL DEVELOPMENT
34 CO-ORDINATOR PLANNING & DEVELOPMENT 1614-0004
35 EXECUTIVE DIRECTOR VISITOR SERVICES 1614 - 0002
36 DIRECTOR TRAVEL INFORMATION SERVICES 1614 - 0003
37 DIRECTOR INDUSTRY RELATIONS 1614 - 0003
38 EXECUTIVE DIRECTOR TRAVEL MARKETING 1614 - 0004
39 DIRECTOR MARKET DEVELOPMENT 1614 - 0042
40 DIRECTOR MARKETING SALES 1614 - 0039
41 DIRECTOR MARKETING SERVICE 1614 - 0043
42 DIRECTOR EUROPEAN SALES 1614 - 0043
43 EXECUTIVE DIRECTOR NORTHERN DEVELOPMENT 1619 - 0009
44 DIRECTOR PROGRAM DEVELOPMENT 1624 - 0003
45 DIRECTOR PROGRAM CO - ORDINATION 1624 - 0010

1 DEPUTY MINISTER – Plans, co-ordinates and administers departmental functions including education and protection of consumers, licensing, monitoring, supervising and regulating specified activities of the marketplace.

2 DIRECTOR, PLANNING, DEVELOPMENT AND ADMINISTRATION – Co-ordinates planning and policy formulation; provides personnel, finance, research, public information, communications and administrative services to other elements of the department.

3 CHIEF FINANCIAL OFFICER – Provides financial and accounting policies and service for departmental activities; plans and develops budgeting, costing and financial information systems.

4 PERSONNEL MANAGER – Advises departmental managers on personnel policies and regulations; assesses, recommends and administers employee development programs and practices.

5 SYSTEMS MANAGER – Evaluates, designs, implements manual and automated systems to process, transmit and store departmental information; provides electronic data processing services; maintains liaison with Data Centre and other related organizations.

6 RESOURCE CENTRE SUPERVISOR – Acquires, maintains and develops materials relating to departmental programs and policies; co-ordinates inter-library loans.

7 RESEARCH DIRECTOR – Identifies issue areas; conducts industry and market studies concerning price and availability of goods; relates current issues to departmental programs; reviews legislation.

8 COMMUNICATIONS DIRECTOR – Provides advice and assistance to departmental branches in providing information to the public; maintains liaison with the Bureau of Public Affairs.

9 SOLICITOR – From the Attorney General's Department, provides legal advice and representation to the department.

10 EXECUTIVE DIRECTOR, CONSUMER RELATIONS – Directs a diversified program of consumer services through regional offices. Through the program development supervisors, initiates activities to meet consumer relations needs in standards, communications, credit examination and licensing.

11 STANDARDS DEVELOPMENT PROGRAM SUPERVISOR – Evaluates the needs for standards in the provision of goods and services. Specific areas include quality of goods, supply of goods, delivery, ethics or business practices, validity of guarantees and warranties, disclosure of charges, and fair practices in advertising. Develops sources of input for standards through councils or committees of citizens, community service organizations, private industry and Albertans generally.

12 CONSUMER EDUCATION PROGRAM SUPERVISOR – Develops and co-ordinates consumer information and education systems to promote a high standard of knowledge, awareness and judgment on the part of all consumers. Works closely with school, university, college and technical institute authorities to provide instruction consumerism.

13 CONSUMER CREDIT PROGRAM SUPERVISOR – Supervises the identification and registration of credit grantors and collection agencies and examines their credit granting practices. Investigates and resolves complaints concerning alleged violations of legislation and regulations governing the extension of credit. Prepares recommendations for prosecution in appropriate cases.

14 CONSUMER RELATIONS RECORDS AND LICENSING SUPERVISOR – Supervises on a broad basis the provision of trades and businesses licensing service. Processes and records consumer queries and complaints and maintains statistical records of these.

15 FAMILY FINANCE COUNSELLING PROGRAM SUPERVISOR – Provides information services with the view of minimizing the numbers of overcommitted consumers. Provides operational guidelines for regional offices engaged in administering the Debtors' Assistance Act, the Orderly Payment of Debts Provisions, as well as related federal and provincial legislation.

16 REGIONAL DIRECTORS (6) – Identify consumer needs and provide consumer relations services in their geographic regions of Alberta. Supervise or provide family finance counselling, consumer credit examination, trades and business licensing service, disseminate consumer information, investigate complaints, research prices and supply of goods and counsel and mediate settlements and adjustments between suppliers and consumers.

17 SUPERINTENDENT, INSURANCE AND REAL ESTATE – Registers and regulates the insurance and real estate industries. Investigates complaints from the public. Audits insurance companies, insurance agents and real estate agencies. Examines and licenses insurance and real estate agents and salesmen.

18 DEPUTY SUPERINTENDENT, INSURANCE – Formulates policy and legislative changes for the regulation of the insurance industry. Develops departmental stance to innovations and new marketing methods. Provides direction and advice on investigations.

19 DEPUTY SUPERINTENDENT, REAL ESTATE – Receives, reviews and investigates submisssions by out-of-province subdivisions of recreational land or time-sharing proposals. Formulates departmental stance on real estate industry. Advises on real estate investigations and complaints.

20 REGISTRAR, COMPANIES BRANCH – Provides facilities for incorporation, registration and annual reporting of officers, structure, powers, capitalization and other details for companies and societies operating within Alberta. Issues appropriate certificates for such companies and societies and maintains a repository of historical and current information for reference by the public.

21 DIRECTOR, TRUST COMPANIES – Registers, supervises and inspects trust companies operating in Alberta; provides information to consumers; investigates complaints concerning the industry.

22 DIRECTOR, CO-OPERATIVE DEVELOPMENT – Promotes and assists in the development of co-operatives in the province through advising members, directors and managers; monitors co-operative associations and considers applications for guaranteed loans.

23 DIRECTOR, CREDIT UNION BRANCH – Supervises, inspects and audits credit unions to ensure financial integrity; promotes credit union development through legislative and operational innovation.

24 DIRECTOR, RURAL POWER AND GAS CO-OPERATIVES – Administers legislation for the financing of power and gas co-operatives in rural Alberta; provides accounting and control services for guaranteed loans issued to such co-operatives.

25 ALBERTA SECURITIES COMMISSION CHAIRMAN – Provides protection and assistance to the investing public in Alberta by administering the Securities Act, the Mortgage Brokers Regulation Act, and the Franchise Act, the Deposits Regulation Act, the Cemeteries Act, and the Pre-arranged Funerals Act.

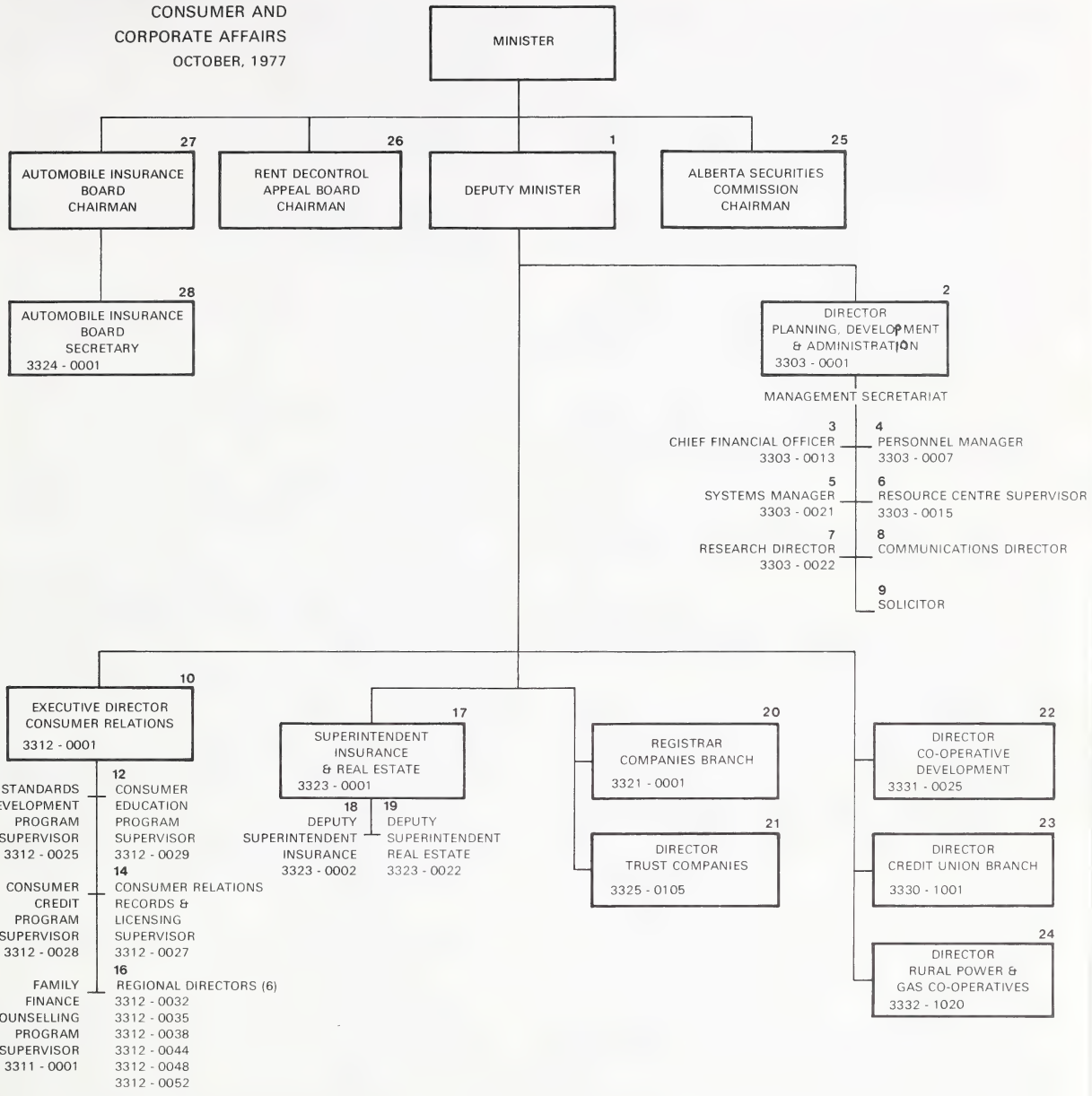
26 RENT DECONTROL APPEAL BOARD CHAIRMAN – Administers the Rent Decontrol Act, and implements policy as it applies to the Act. Co-ordinates the work of members of the Rent Decontrol Appeal Board throughout the province. Recommends to the Minister those rented premises which should be exempted from the authority of the Act.

27 AUTOMOBILE INSURANCE BOARD CHAIRMAN – Calls and chairs meetings of the board which, as a body, is authoized to regulate rates that may be charged for the compulsory portion of automobile insurance in Alberta.

28 AUTOMOBILE INSURANCE BOARD SECRETARY – Receives and analyses proposals for rate changes, passes these to members of the board along with comments on their probable effect; handles board's correspondence and administration.

Alberta

CONSUMER AND
CORPORATE AFFAIRS
OCTOBER, 1977



1 DEPUTY MINISTER – Responsible for the administration, co-ordination and control of all line and staff functions within Alberta Culture.

2 LEGAL SERVICES OFFICER – Acts as principal para-legal advisor. Duties include drafting of legislation, regulations, etc.

3 COMMUNICATIONS OFFICER – Provides two-way public communication service to maximize the effective delivery of departmental services. Services include advertising, publications, audio-visual media, photograph, media liaison and attendance at public functions.

4 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION – Responsible for planning, co-ordinating and directing the services comprising a Central Administrative Division, including personnel and finance, library, records management and planning and development. Organizes and directs the province-wide Alberta Citizen Recognition Program (Achievement Awards) and is responsible for co-ordinating and administering the Field Services Branch which functions in part as the program delivery arm for Alberta Culture.

5 DIRECTOR OF PERSONNEL – Co-ordinates and provides personnel services, including recruitment, classification, manpower planning, employee relations, wage and salary administration, and staff development.

6 DIRECTOR OF FINANCIAL SERVICES – Develops, implements and administers accounting policies, procedures and systems including accounts payable and receivable, budget preparation, inventory control and space.

7 LIBRARIAN – Responsible for the overall operation and planning of the library, including provision of in-depth, technical and general reference service for both in-house and public users.

8 DIRECTOR OF PLANNING AND DEVELOPMENT – Responsible for co-ordinating and/or directing activities in such areas as information systems development, administrative systems, research and evaluation.

9 RECORDS MANAGEMENT OFFICER – Develops, co-ordinates and directs technical improvements in records practices and procedures. Responsible for developing procedures and issuing procedural manuals and/or guidelines in the areas of central filing structure, microfilming services, records retention and disposal, records protection etc., and for advising management on matters such as the application of new technology to records systems.

10 CO-ORDINATOR, ACHIEVEMENT AWARDS – Co-ordinates a province-wide program aimed at recognizing outstanding achievement in various areas of endeavour in categories of competition, service and excellence.

11 FIELD SERVICES – Five regional representatives operate out of offices in Medicine Hat, Calgary, Wetaskiwin, St. Paul and Grande Prairie. They provide direct and indirect assistance and serve as a supplement to the existing communications link between individuals, groups and agencies of the various communities they serve and the programming entities of Alberta Cultures.

12 ASSISTANT DEPUTY MINISTER, CULTURAL DEVELOPMENT – Responsible for the development of film and literary arts, major productions, the visual and performing arts, cultural heritage programs, public library services, film censorship programs, major culture/recreational facilities development programs as they relate to cultural facilities and senior citizens programs throughout Alberta under the major cultural recreation facility development programs, and relating this provincial development to national and international development. Is secretary to the Alberta Art Foundation.

13 CHAIRMAN, BOARD OF CENSORS – Responsible for the Film Censor Board operation and administration of the Amusements Acts and regulation 72/75 thereunder.

14 DIRECTOR, VISUAL ARTS – Responsible for the management and administration of resources of visual arts and crafts development for educational, recreational and therapeutic development at all levels throughout the province.

15 DIRECTOR, PERFORMING ARTS – Responsible for the management and administration of resources in the performing arts and touring programs (dance, drama and music) for educational, recreational, and therapeutic needs at all levels throughout the province.

16 DIRECTOR, FILM AND LITERARY ARTS – Manages and administers resources for the development of film and literary arts relative to educational, recreational and theraputic needs at all levels in Alberta.

17 DIRECTOR, LIBRARY SERVICES – Manages and administers resources for the development of public libraries; stimulates co-operative development to create and co-ordinate a network of library information systems.

18 DIRECTOR, CULTURAL HERITAGE – Manages and administers resources to create and maintain avenues of expression, preservation and stimulation of the diverse ethno-cultural heritage in the province.

19 MANAGERS, JUBILEE AUDITORIUMS – Manage and administer the operation of the Jubilee Auditorium in the cities of Edmonton and Calgary respectively.

20 DIRECTOR, CULTURAL FACILITY DEVELOPMENT – Manages, administers, and co-ordinates the planning, implementation, and evaluation of programs and services resulting in the development, design and maintenance of cultural facilities throughout Alberta relative to facility design on a national and international basis.

21 ALBERTA CULTURAL HERITAGE COUNCIL – Representative to ethno-cultural groups is an advisory body to the government of Alberta on the development and preservation of the cultural heritage in this province.

22 ASSISTANT DEPUTY MINISTER, HISTORICAL RESOURCES – Responsible for the management of heritage resources throughout Alberta and specifically for the four major branches of the Division: the Provincial Museum, the Provincial Archives, Historic Sites of Alberta, and the Archaeologial Survey of Alberta; for financial assistance for historical resources preservation and for the Ukrainian Cultural Heritage Village, and for co-ordinating these with the Alberta Historical Resources Foundation and the Glenbow Alberta Institute.

23 DIRECTOR, UKRAINIAN CULTURAL HERITAGE VILLAGE – The purpose of the Ukrainian Cultural Heritage Village is to assemble significant elements of the Ukrainian heritage as represented in small rural/urban communities of Alberta.

24 DIRECTOR, PROVINCIAL MUSEUM – Directs, administers and co-ordinates the diverse scientific, educational, informational, and exhibition programs of the Museum.

25 DIRECTOR, ARCHAEOLOGICAL SURVEY – Responsible for administering the programs of location, recording and maintenance of a registry of archaeological survey carried out within the province.

26 DIRECTOR, HISTORIC SITES – Responsible for administering programs of documentation, preservation, restoration, interpretation and development of historic sites within the province.

27 PROVINCIAL ARCHIVIST, PROVINCIAL ARCHIVES – Responsible for the collection and preservation of documents, and for the reference facilities for their study.

28 DIRECTOR, INTERNATIONAL ASSISTANCE PROGRAMS – Responsible for providing assistance to underdeveloped countries, by a matching grant program, and participation in other programs in co-operation with the federal government.

29 CO-ORDINATOR, CULTURAL AGREEMENTS – Responsible for the development and co-ordination of programs relating to Alberta Culture's involvement with international cultural agreements. Liaises extensively with other provincial and federal government agencies.

30 ALBERTA ART FOUNDATION – Responsible for the purchase and display of work by Alberta artists.

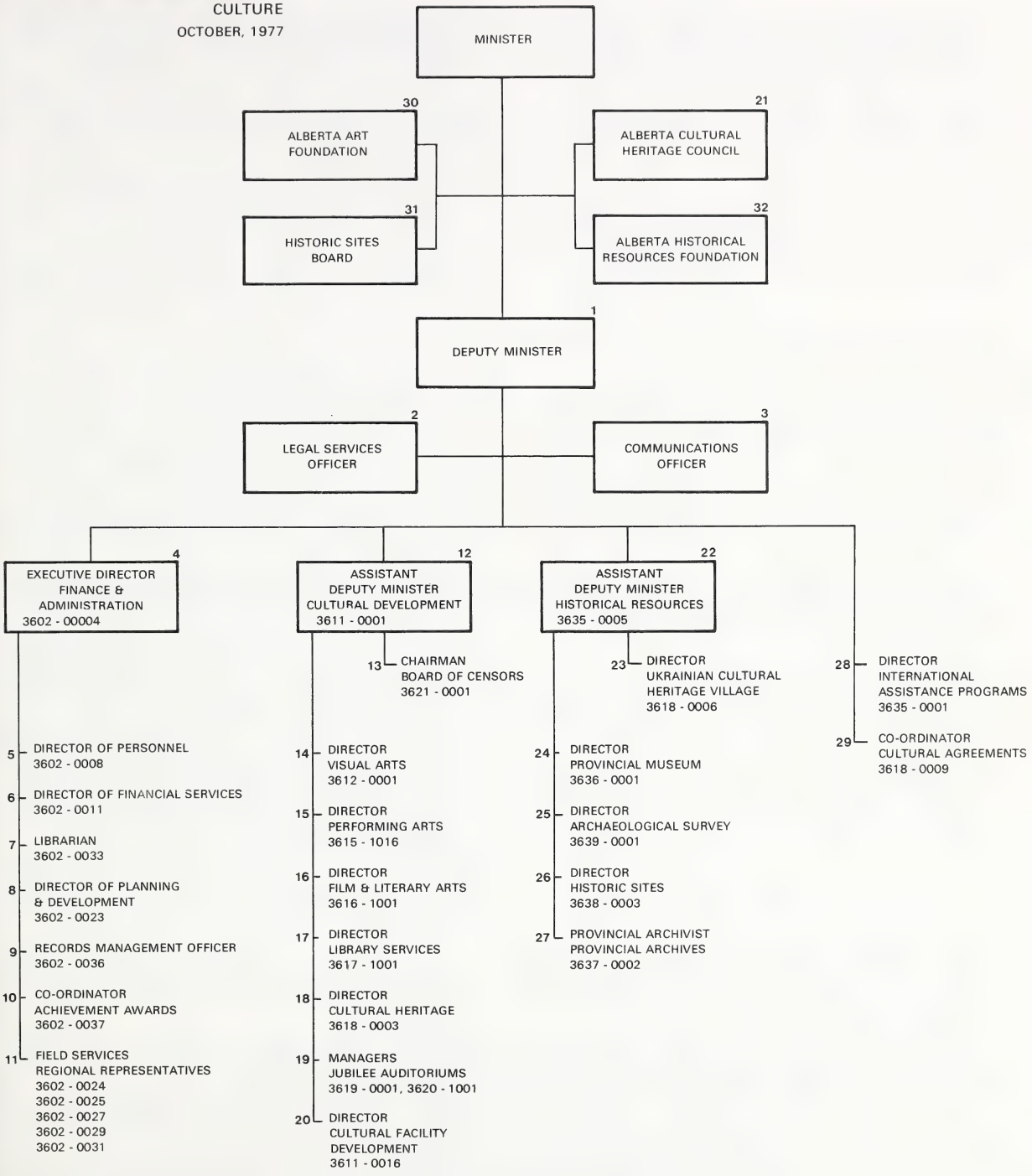
31 HISTORIC SITES BOARD – Advises and makes recommendations on matters concerning the preservation and protection of historic sites in Alberta.

32 ALBERTA HISTORICAL RESOURCES FOUNDATION – Receives and preserves or restores historical resources for the use, enjoyment and benefit of the people of Alberta.

Alberta

CULTURE

OCTOBER, 1977


MINISTER
30
ALBERTA ART FOUNDATION
21
ALBERTA CULTURAL HERITAGE COUNCIL
31
HISTORIC SITES BOARD
32
ALBERTA HISTORICAL RESOURCES FOUNDATION
1
DEPUTY MINISTER
2
LEGAL SERVICES OFFICER
3
COMMUNICATIONS OFFICER
4
EXECUTIVE DIRECTOR FINANCE & ADMINISTRATION 3602 - 00004
12
ASSISTANT DEPUTY MINISTER CULTURAL DEVELOPMENT 3611 - 0001
22
ASSISTANT DEPUTY MINISTER HISTORICAL RESOURCES 3635 - 0005
5 DIRECTOR OF PERSONNEL 3602 - 0008
6 DIRECTOR OF FINANCIAL SERVICES 3602 - 0011
7 LIBRARIAN 3602 - 0033
8 DIRECTOR OF PLANNING & DEVELOPMENT 3602 - 0023
9 RECORDS MANAGEMENT OFFICER 3602 - 0036
10 CO-ORDINATOR ACHIEVEMENT AWARDS 3602 - 0037
11 FIELD SERVICES REGIONAL REPRESENTATIVES 3602 - 0024 3602 - 0025 3602 - 0027 3602 - 0029 3602 - 0031
13 CHAIRMAN BOARD OF CENSORS 3621 - 0001
14 DIRECTOR VISUAL ARTS 3612 - 0001
15 DIRECTOR PERFORMING ARTS 3615 - 1016
16 DIRECTOR FILM & LITERARY ARTS 3616 - 1001
17 DIRECTOR LIBRARY SERVICES 3617 - 1001
18 DIRECTOR CULTURAL HERITAGE 3618 - 0003
19 MANAGERS JUBILEE AUDITORIUMS 3619 - 0001, 3620 - 1001
20 DIRECTOR CULTURAL FACILITY DEVELOPMENT 3611 - 0016
23 DIRECTOR UKRAINIAN CULTURAL HERITAGE VILLAGE 3618 - 0006
24 DIRECTOR PROVINCIAL MUSEUM 3636 - 0001
25 DIRECTOR ARCHAEOLOGICAL SURVEY 3639 - 0001
26 DIRECTOR HISTORIC SITES 3638 - 0003
27 PROVINCIAL ARCHIVIST PROVINCIAL ARCHIVES 3637 - 0002
28 DIRECTOR INTERNATIONAL ASSISTANCE PROGRAMS 3635 - 0001
29 CO-ORDINATOR CULTURAL AGREEMENTS 3618 - 0009

DEPARTMENT OF EDUCATION

FUNCTIONAL STATEMENTS – OCTOBER, 1977

1 DEPUTY MINISTER – Administers, co-ordinates and controls the departmental functions in the kindergarten to grade 12 system including consultancy services to schools, curriculum development, advisory and developmental services to school districts.

2 ASSOCIATE DEPUTY MINISTER, INSTRUCTION – Administers and co-ordinates the operations and programs of the Field Services, Curriculum, Early Childhood Services and Special Educational Services branches.

3 ASSOCIATE DEPUTY MINISTER, SUPPORT – Administers and co-ordinates the operations and programs of Student Evaluation and Data Processing, School Building Administration, Personnel Services, Alberta Correspondence School and the School Book Branch.

4 DIRECTOR OF CURRICULUM – Co-ordinates, develops, distributes and evaluates programs of study for the education of students in grades 1 to 12.

5 ASSOCIATE DIRECTORS OF CURRICULUM (6) – Co-ordinate and assist in the development and evaluation of curriculum for the appropriate levels, specialties; evaluate texts, reference books.

6 DIRECTOR OF EARLY CHILDHOOD SERVICES – Co-ordinates the planning, development, implementation, and evaluation of programs relating to all aspects of the education of the young child (ages 3 to 6).

7 CO-ORDINATOR, PROGRAM DEVELOPMENT – Co-ordinates provincial in-service programs for Early Childhood Services including defining needs, developing objectives and building suitable programs for use by the Early Childhood field consultants and local personnel.

8 CO-ORDINATOR, PROGRAM APPROVAL – Examines and evaluates Early Childhood program proposals and makes recommendations regarding funding of the programs.

9 CO-ORDINATOR, EDUCATIONAL OPPORTUNITIES FUND – Administers and supervises disbursements of the Educational Opportunities Fund by reviewing and approving proposals to upgrade elementary education and provide compensatory education at all levels.

10 REGISTRAR – Evaluates, certifies and assesses qualifications of all teachers employed in Alberta schools.

11 DIRECTOR OF FIELD SERVICES – Provides oversight and leadership for all policies, plans programs and activities in the Field Services branch including responsibility for the co-ordination of consultation, informational, evaluative, supervisory and instructional inspection activities.

12 ASSOCIATE DIRECTOR OF FIELD SERVICES – Administers, co-ordinates and supervises the activities of regional offices which provide regulatory, consultative, evaluative and developmental services to boards and schools as needed.

13 CO-ORDINATORS OF THE REGIONAL OFFICES (5) – Conduct surveys, evaluations and assessments in specific areas as requested and provide consultancy services to school boards throughout the province to ensure high standards of education.

14 ASSOCIATE DIRECTOR OF FIELD SERVICES – Administers, co-ordinates and supervises budget and financial analysis of school boards; PAB implementation, debenture processing and special studies (e.g. transportation).

15 FIELD ADMINISTRATIVE OFFICERS – Provide regulatory and developmental consultation to school systems on administrative and business management programs and procedures.

16 PROVINCIAL INSPECTORS AND CONSULTANTS – Provide regulatory and developmental consultation to the school system, school, pupil, and public groups on instructional programs and procedures.

17 DIRECTOR OF SPECIAL EDUCATIONAL SERVICES – Provides general oversight of all aspects of special education, including the education of the handicapped child and the disbursement of monies from the Learning Disability Fund.

18 SUPERINTENDENT, ALBERTA SCHOOL FOR THE DEAF – Directs the total administrative, educational child care programs and related ancillary services for deaf children aged 3 - 18.

19 SUPERVISOR OF GUIDANCE – Provides direction and support for development of school counselling services for grades 1 to 12.

20 SUPERVISOR OF SPECIAL EDUCATION – Administers programs that provide and/or support educational services to those handicapped children who require educational assistance beyond what is normally available in regular school programs.

21 DIRECTOR, FINANCE, STATISTICS AND LEGISLATION – Provides general departmental administration and budgeting services, statistical information, drafting of legislation and regulations, and payment of school grants.

22 DIRECTOR OF COMMUNICATIONS – Establishes and maintains effective communications between the department and the general public.

23 DIRECTOR, PLANNING AND RESEARCH – Identifies problems, co-ordinates developmental research, generates policy alternatives, and assesses the implications and cross-impacts of each as these relate to basic education.

24 DIRECTOR, STUDENT EVALUATION AND DATA PROCESSING SERVICES – Plans, organizes and directs all phases of the information systems operations (EDP) for the department; develops and implements testing services and records student achievement, and provides statistical information to other branches, school boards and students.

25 DIRECTOR, SCHOOL BUILDING ADMINISTRATION – Provides general supervision of all provincial school buildings including debenture allocations and approval of funds for school buildings and renovations.

26 DIRECTOR, PERSONNEL SERVICES – Develops and administers a personnel program to advise and assist all branches in matters of classification, pay, recruitment, selection and employee counselling.

27 DIRECTOR, ALBERTA CORRESPONDENCE SCHOOL – Responsible for the administration, audit and staffing of the Correspondence School branch.

28 MANAGER, SCHOOL BOOK BRANCH – Supervises and directs the operation of the branch, negotiates with publishers for book prices, discounts and delivery.

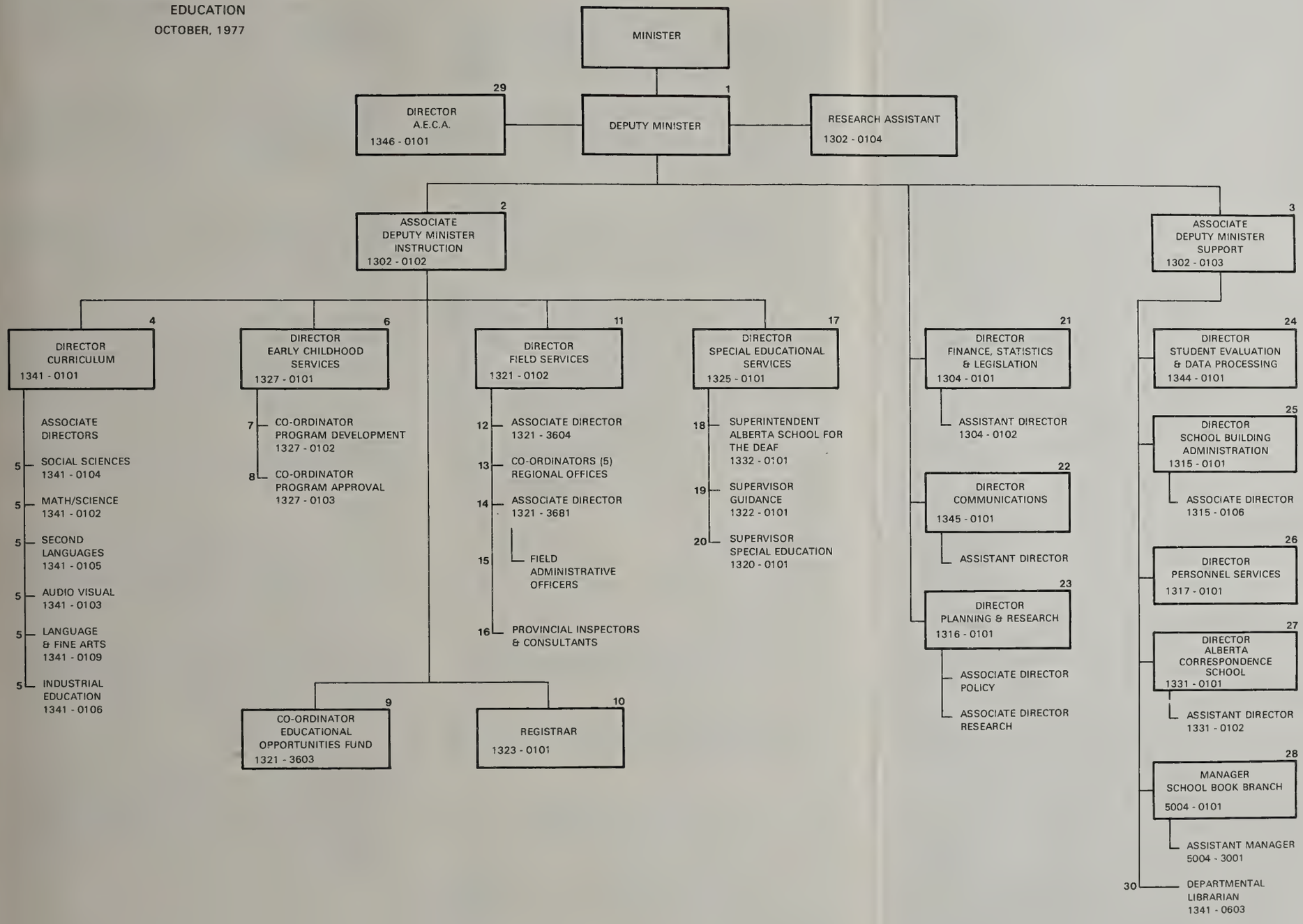
29 DIRECTOR, ALBERTA EDUCATIONAL COMMUNICATIONS AUTHORITY – Acts as liaison between Alberta Educational Communications Corporation and the federal and provincial departments of education in developing guidelines as to program content and its distribution.

30 DEPARTMENTAL LIBRARIAN – Advises the department in library needs; provides functional supervision to department librarians.

Alberta

EDUCATION

OCTOBER, 1977



22 DIRECTOR, FOREST PROTECTION – Responsible for administering the Forest Protection Branch, which protects Alberta's forests from damage and destruction by fire, insects, or diseases; provides meteorological, emergency communication, and survival services as a natural adjunct to the protection services.

23 DIRECTOR, TIMBER MANAGEMENT – Responsible for administering the Timber Management Branch, which manages Alberta's timber resources to obtain increased and perpetually continuing timber harvests while maintaining a forest environment of high quality.

24 DIRECTOR, REFORESTATION AND RECLAMATION – Responsible for administering the Reforestation and Reclamation Branch which establishes, maintains and improves forest stands and reclaims disturbed forest lands for timber production and for recreational, grazing, watershed and wildlife benefits.

25 DIRECTOR, FOREST LAND USE – Responsible for administering the Forest Land Use Branch, which manages Alberta's public forest lands for watershed, grazing and recreational benefits; prevents damage to public forest lands.

26 DIRECTOR, PROGRAM SUPPORT – Responsible for administering the Program Support Branch, which provides administrative support and staffing services for the field organization and administrative services to the various branches of the Forest Service in areas such as budgeting, purchasing and accounts, records management, warehousing, safety, building construction, vehicle and equipment maintenance and equipment development. Also responsible for Junior Forest Warden and Junior Forest Ranger programs.

27 ASSISTANT DEPUTY MINISTER, LANDS DIVISION – Responsible for the administration of public lands under The Public Lands Act and the management of public lands which are not dedicated for permanent forest.

28 DIRECTOR, LANDS DISPOSITIONS – Responsible for the issuing and administration of all industrial, commercial, recreational, residential, farmland and grazing dispositions on public lands in Alberta which are under the purview of The Public Lands Act.

29 DIRECTOR, LAND MANAGEMENT – Responsible for the grazing reserve development and range improvement programs as well as being responsible for the establishment of land use conditions regarding dispositions on public land under the purview of The Public Lands Act.

30 DIRECTOR, PROGRAM SUPPORT – Responsible for field services, including operation of grazing reserves, legal documentation, surface rights plotting and all administrative support provided to the Lands Division.

31 EXECUTIVE DIRECTOR, LEGAL SERVICES – Acts as senior legal counsel for Energy and Natural Resources in drafting, examining and revising legal documents, interpreting statutes and providing legal opinions.

32 EXECUTIVE DIRECTOR, SCIENTIFIC-ENGINEERING SERVICES – Responsible for providing studies and analyses of the scientific, technical and engineering aspects of energy and natural resources management.

33 EXECUTIVE DIRECTOR, ECONOMIC-FINANCIAL SERVICES – Responsible for the provision of resource and financial information regarding specific resource projects, resource revenue policies, revenue forecasting, industry revenue, pricing and marketing of energy and natural resources, and the assessment of royalty and taxing regimes effect on Alberta's resource industries.

34 DIRECTOR, RESOURCE INFORMATION SERVICES – Responsible for the gathering and dissemination of information relating to all aspects of the energy and natural resource areas. Included as part of information dissemination is the responsibility for publications and public education and library services.

35 RESEARCH MANAGER – Responsible for managing ERRF projects and functions, co-ordinating and monitoring ENR direct-funded energy, mineral and renewable resource research, advising all ENR managers of research matters affecting their areas of concern and co-ordinating with other Alberta departments and agencies matters related to resource research.

36 EXECUTIVE DIRECTOR, RESOURCE EVALUATION AND PLANNING DIVISION – Responsible for all aerial photography, mapping, resource inventory and appraisal and integrated resource policy and planning services provided to the department.

37 DIRECTOR, RESOURCE EVALUATION BRANCH – Responsible for the procurement and production of aerial photography, mapping, field survey data, map and air photo sales, appraisal of data relating to surface and sub-surface resources and the development and maintenance of a resource data bank.

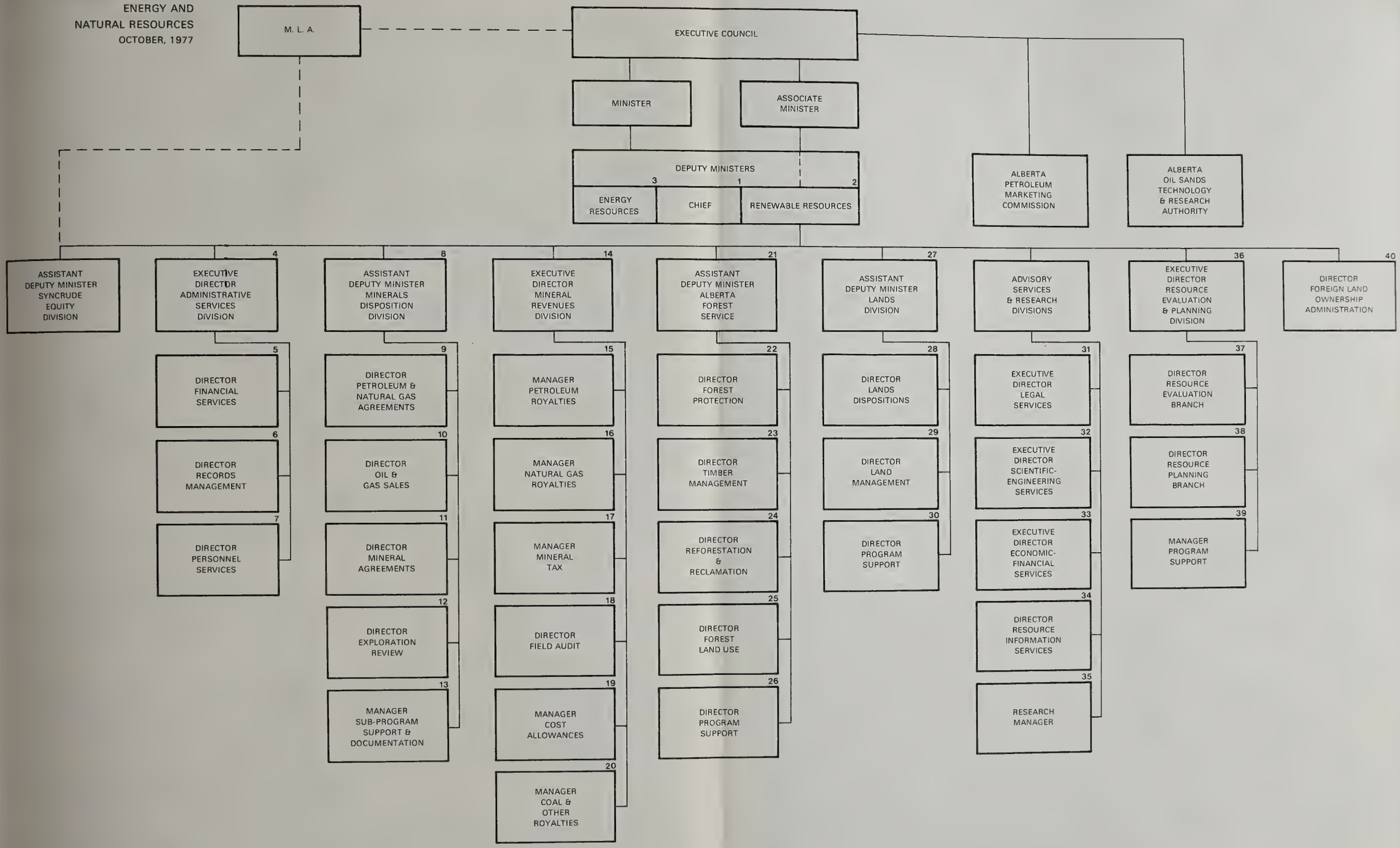
38 DIRECTOR, RESOURCE PLANNING BRANCH – Responsible for the development and management of integrated resource guidelines and plans of action for land and resource managers in Alberta Energy and Natural Resources; provides inter and intra-departmental co-ordination services as required.

39 MANAGER, PROGRAM SUPPORT – Responsible for divisional, personnel, financial and administrative support services.

40 DIRECTOR, FOREIGN LAND OWNERSHIP ADMINISTRATION – Responsible for the processing of applications requesting Executive Council exemptions from the Foreign Land Ownership Regulations and for ensuring the policing and enforcement of the Regulations. Monitoring of all sales to foreigners will also be carried out.

Alberta

ENERGY AND
NATURAL RESOURCES
OCTOBER, 1977



1 DEPUTY MINISTER – Acts as chief executive officer of the department. Responsible for the management, co-ordination and control of all departmental functions. Provides advice to the Minister on policies and programs.

2 EXECUTIVE DIRECTOR OF SPECIAL ENVIRONMENTAL PROJECTS – Consultant to the Environmental Laboratory and Research Centre, Vegreville; a member of the Oil Sands Technology and Research Authority, and of the Mackenzie Basin Development.

3 SPECIAL PROJECTS DIRECTOR – Responsible for departmental commitments on the Athabasca Delta, Mackenzie Basin Development, Prairie Provinces Water Board, Alberta – B.C. Peace River Studies, and intergovernmental negotiations for water resources. Acts as secretary to the Capital City Recreation Park Management and Policy Committees; alternate Alberta member on the O.S.E.R.P. Steering Committee; and co-chairman of the Alberta Hydro Committee.

4 DIRECTOR OF ALBERTA OIL SANDS ENVIRONMENT RESEARCH PROGRAM – Responsible for research design and the management and administration structure of the program to satisfy the Alberta-Canada Agreement with respect to fiscal control and research objectives.

5 DIRECTOR OF FINANCE AND ADMINISTRATION – Responsible for budget preparation, financial and control functions as well as administrative support services to the department, such as accounting, data processing and duplicating services.

6 PERSONNEL DIRECTOR – Develops and administers a personnel program to advise and assist personnel and to control personnel plans and transactions.

7 DIRECTOR OF MANAGEMENT TRAINING AND DEVELOPMENT – Responsible for the operation and maintenance of results based management systems for the department. Acts as the internal consultant on organizational communications and co-ordinates and/or offers management training programs.

8 ASSISTANT DEPUTY MINISTER, ENVIRONMENTAL PROTECTION SERVICES – Responsible for the implementation, co-ordination, management and control of approved policies and programs.

9 DIRECTOR OF POLLUTION CONTROL DIVISION – Supervises pollution control programs and the enforcement of regulations authorized by the Department of the Environment Act, Clean Air Act, Clean Water Act, Pesticide Chemicals Act, and Beverage Container Act. Responsible for Air Quality Control, Water Quality Control, Municipal Engineering, Pesticide Chemicals, Waste Management, Laboratory, and Southern Alberta branches. Conducts the Alberta Municipal Sewage Treatment Assistance Program, Municipal Water Assistance Program and Biting Fly Program.

10 DIRECTOR OF STANDARDS AND APPROVALS DIVISION – Responsible for the review of all industrial and municipal applications for permits to construct and licences to operate new and/or existing facilities as related to the Clean Air and the Clean Water Acts and corresponding regulations. Issues environmental permits and licences; develops emission and effluent performance standards regarding pollution matters as they affect air and water quality.

11 DIRECTOR OF EARTH SCIENCES AND LICENSING DIVISION – Responsible for Geology, Soils, Technical Development, Groundwater, Water Rights, Records Management and Hydro-Electric branches. Also responsible for the management of Metis Water Supply Program.

12 CHAIRMAN OF RESEARCH SECRETARIAT – Responsible for research administration and the management of the department library, as well as providing scientific advice to A.E.R.T.

13 DIRECTOR OF ENVIRONMENTAL LABORATORY AND RESEARCH CENTRE, VEGREVILLE – Acts as program director of operational and organizational development of the Environmental Laboratory at Vegreville from the current planning stage to the final construction and equipment stage. Co-ordinates laboratory needs for all departments involved, reviews programs, and advises on needs in scientific and technical support services.

14 ASSISTANT DEPUTY MINISTER, ENVIRONMENTAL ENGINEERING SUPPORT SERVICES – Responsible for the implementation, co-ordination, management and control of approved water resources policies and programs.

15 DIRECTOR OF TECHNICAL SERVICES DIVISION – Responsible for the provision of hydrological and river engineering analysis, flow forecasting and land and water surveys.

16 DIRECTOR OF DESIGN AND CONSTRUCTION DIVISION – Responsible for the design and construction supervision of water resource projects and implementation of a dam safety program.

17 DIRECTOR OF WATER RESOURCES MANAGEMENT DIVISION – Responsible for operation and maintenance of water resource projects, enforcement of water resource legislation, operation of water resource regional offices and water resources stock advance.

18 DIRECTOR OF PLANNING DIVISION – Responsible for river basin planning; planning input to regional projects; environmental, social and economic evaluation of water resource management projects; and evaluation of water resource policies and programs.

19 ASSISTANT DEPUTY MINISTER, ENVIRONMENTAL CO-ORDINATION SERVICES – Responsible for the development and implementation of legislatively approved land-related policies and programs through co-ordination, management and control. Chairman of the Conservation and Utilization Committee, the Land Conservation and Reclamation Council and the Land Purchases Co-ordinating Committee.

20 DIRECTOR OF LAND CONSERVATION AND RECLAMATION DIVISION – Responsible for the administration of the Land Surface Conservation and Reclamation Act pertaining to regulated suface operations, the Land Conservation and Reclamation Council, land surface reclamation and the environmental impact on land use.

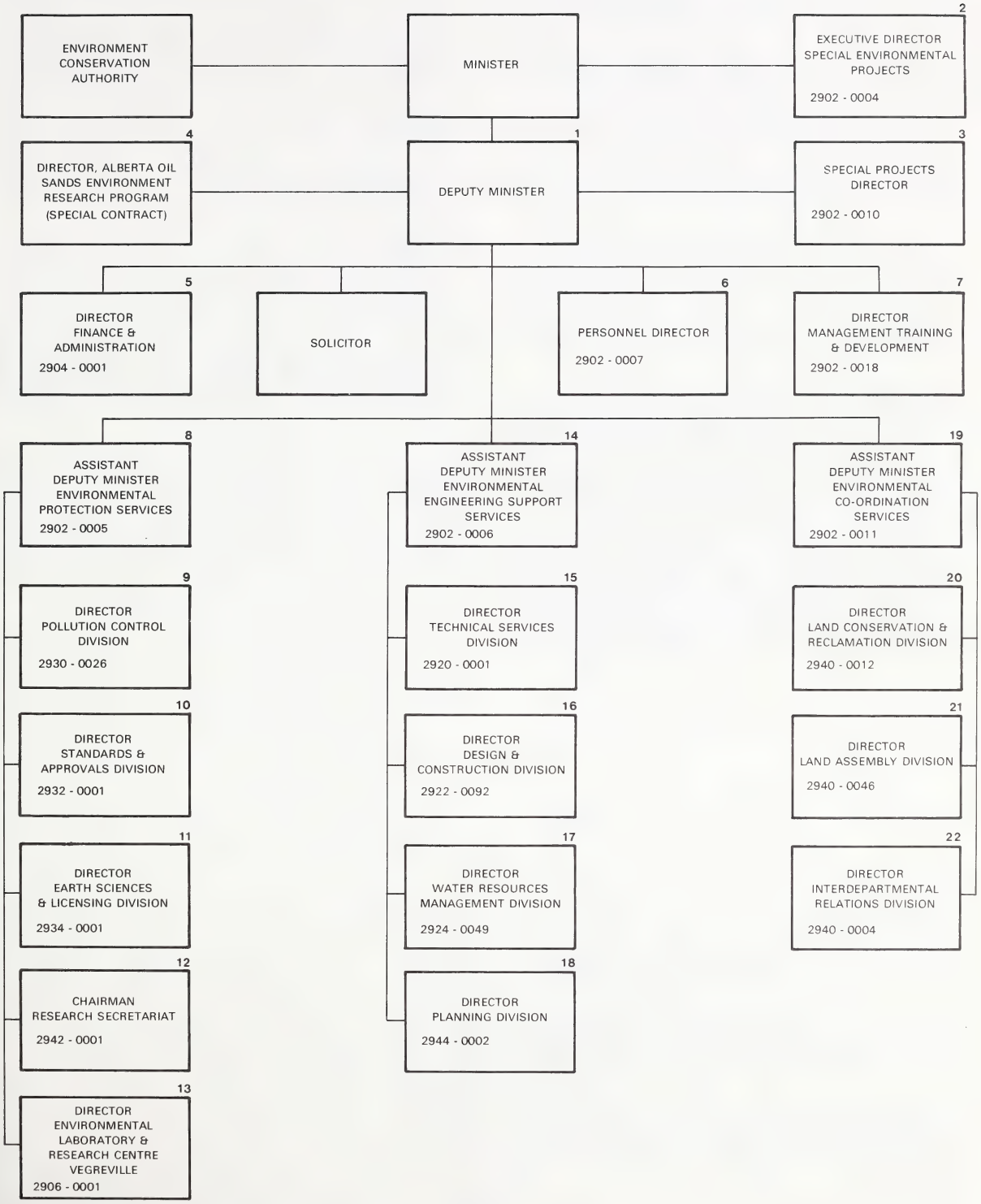
21 DIRECTOR OF LAND ASSEMBLY DIVISION – Responsible for the administration of all departmental legislation pertaining to land purchasing and the Department of the Environment Act with respect to the administration of Restricted Development Areas.

22 DIRECTOR OF INTERDEPARTMENTAL RELATIONS DIVISION – Responsible for the administration of departmental legislation pertaining to co-ordination including public participation and resource co-ordination, the Remote Sensing Centre, the Environmental Impact Assessment review and the secretariat for the Conservation and Utilization Committee.

Alberta

ENVIRONMENT

OCTOBER, 1977



DEPARTMENT OF FEDERAL AND INTERGOVERNMENTAL AFFAIRS

FUNCTIONAL STATEMENTS – OCTOBER, 1977

1 DEPUTY MINISTER – Administers all departmental functions and the conduct of federal-provincial relations, including research and planning, Alberta Government offices in Ottawa, Toronto, London, Tokyo and Los Angeles; directly responsible for the intergovernmental aspects of external affairs.

2 CHIEF OF PROTOCOL – Responsible for all government protocol. Co-ordinates arrangements for visiting dignitaries.

3 CONFERENCE SECRETARIAT – Responsible for the overall planning, co-ordinating and implementing of all necessary services for the conduct of intergovernmental conferences.

4 DEPARTMENTAL ACCOUNTANT – Provides financial, personnel and administrative services to the department.

5 DIRECTOR, RESEARCH AND PLANNING – Co-ordinates, researches and recommends on the intergovernmental aspects of constitutional and fiscal matters, including federalism (Supreme Court, federal-provincial conferences, interprovincial mechanisms, Senate), fiscal agreements, external affairs, special projects, research; researches developing issues and undertakes medium-term planning.

6 DIRECTOR, RESOURCES AND INDUSTRIAL DEVELOPMENT – Co-ordinates, investigates and makes recommendations on all intergovernmental aspects of natural resources and industrial development, including DREE, transportation, communications, public works, agriculture, environment, energy, natural resources, business development, tourism, disaster services, land use, consumer affairs, northern development.

7 DIRECTOR, SOCIAL AND CULTURAL AFFAIRS – Co-ordinates, investigates and makes recommendations on all intergovernmental aspects of social and human resources including library, health, medical care, social development, education, manpower, justice, corrections, native affairs, recreation, parks, wildlife, labour, human rights, citizenship, multi-culturalism, bilingualism, science and technology.

8 DIRECTOR, URBAN AFFAIRS AND HOUSING – Co-ordinates, investigates and makes recommendations on all intergovernmental aspects of urban affairs, housing and municipal affairs.

9 SENIOR INTERGOVERNMENTAL OFFICERS – Represent Alberta at intergovernmental meetings; negotiate and assess intergovernmental agreements; maintain liaison with other Alberta departments; chair interdepartmental co-ordinating committees; initiate and supervise research of junior staff in assigned areas.

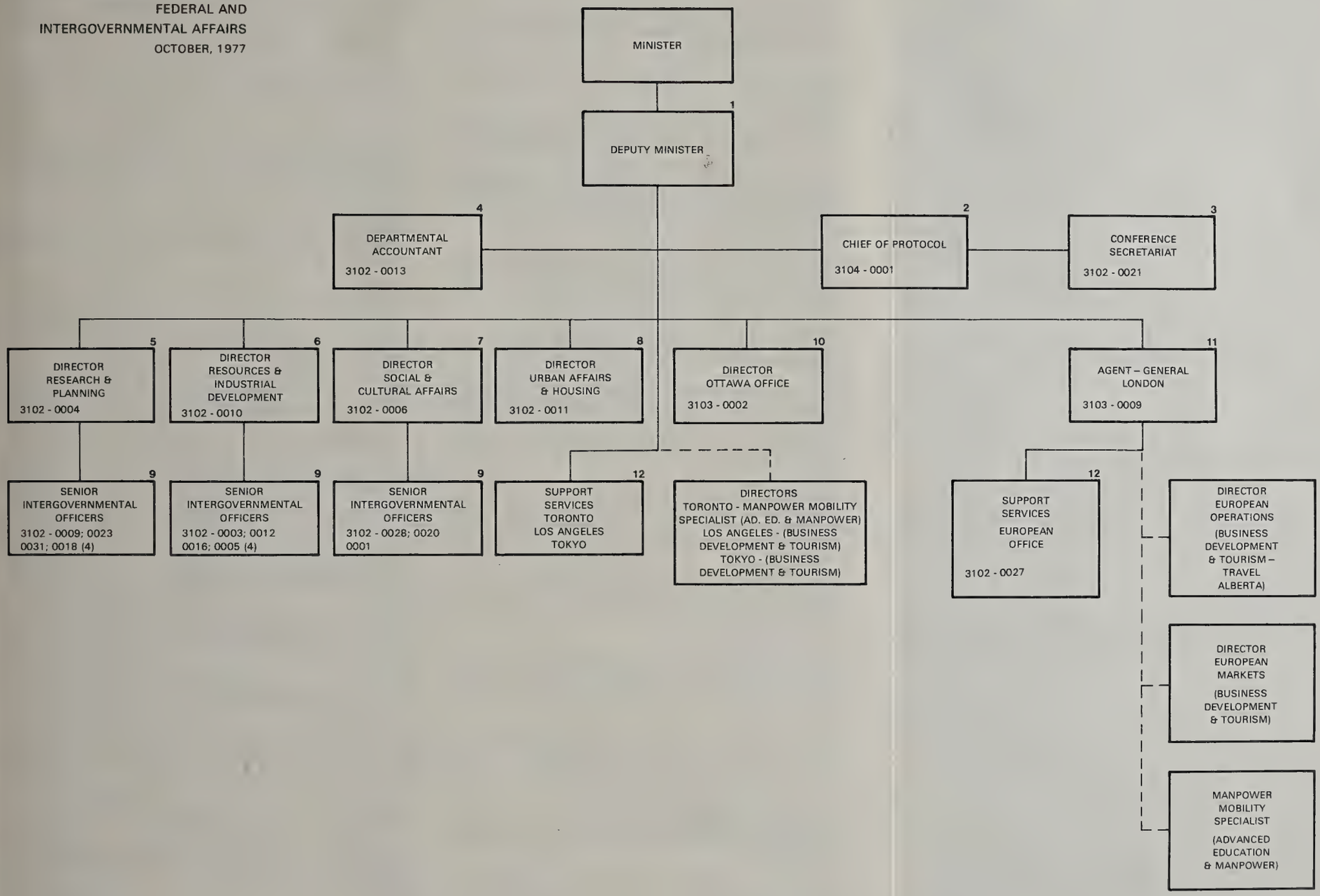
10 DIRECTOR, OTTAWA OFFICE – Provides Alberta departments with information on current developments and activities in Ottawa which relate to Alberta policies and programs; represents the Alberta government in Ottawa on request; co-ordinates and facilitates the conduct of Alberta government business in Ottawa.

11 AGENT-GENERAL, LONDON – Co-ordinates the interdepartmental initiatives and activities of the Alberta government in the United Kingdom and Europe, especially in the areas of business development, tourism and manpower; represents Alberta in business and governmental levels, and on state occasions.

12 SUPPORT SERVICES: TORONTO, TOKYO, LOS ANGELES AND EUROPEAN OFFICES – Provides clerical, stenographic and research support for representatives of other government departments.

Alberta

FEDERAL AND
INTERGOVERNMENTAL AFFAIRS
OCTOBER, 1977



1 DEPUTY MINISTER – Administers, co-ordinates and controls department activities in four major service delivery divisions: Operating and Maintenance, Supply, Public Affairs, Computing and Systems, as well as in the Administrative Services Division which provides the total departmental administrative support.

2 DIRECTOR, METRIC CONVERSION BRANCH – Responsible for co-ordinating the government's program for metric conversion through liaison with all provincial departments and the federal government.

3 ASSISTANT DEPUTY MINISTER, OPERATING AND MAINTENANCE DIVISION – Responsible for the management, operation and maintenance of the government's physical plant, and for the provision of equipment and transportation services to government.

4 DIRECTOR, DIVISIONAL SUPPORT – Responsible for providing administrative assistance to each of the noted service delivery divisions.

5 DIRECTORS, PHYSICAL PLANT REGIONS (4) – Responsible for the operation and maintenance of government accommodation facilities within a geographical region.

6 DIRECTOR, SHOPS AND SERVICES BRANCH – Responsible for provision of shop facilities and professional support services to the Operating and Maintenance Division.

7 DIRECTOR, EQUIPMENT AND TRANSPORTATION BRANCH – Responsible for provision of vehicle fleet management services; rental of office and industrial equipment; government-wide courier service; and co-ordination of government aircraft operations.

8 ASSISTANT DEPUTY MINISTER, SUPPLY DIVISION – Responsible for the provision of comprehensive supply services to government including supply analysis, purchasing, warehousing and distribution, materiel transport service, and surplus materiel marketing.

9 DIRECTOR, SURPLUS SALES BRANCH – Responsible for the development of marketing strategies designed to achieve an orderly flow of materiel and to maximize proceeds from the sale of surplus assets.

10 DIRECTOR, SUPPLY ANALYSIS BRANCH – Responsible for conducting operational research and formulating plans with respect to materiels management.

11 DIRECTOR, PURCHASING BRANCH – Responsible for the development of central purchasing policy and management of the delivery of purchasing services for all departments.

12 DIRECTOR, WAREHOUSING AND DISTRIBUTION BRANCH – Manages the facilities and systems of materiels handling and distribution of stock item supply services to government.

13 ASSISTANT DEPUTY MINISTER, PUBLIC AFFAIRS DIVISION – Responsible for development of government-wide communication policy and provision of communications production services.

14 EXECUTIVE DIRECTOR, COMMUNICATIONS GROUP – Responsible for the operation of the Public Affairs Units, Promotions and Hospitality and the regional telephone service.

15 DIRECTORS, PUBLIC AFFAIRS UNITS – Co-ordinate the activity of the Public Affairs Officers seconded to the various government program departments.

16 DIRECTOR, HOSPITALITY GRANTS – Manages the program of hospitality grants.

17 DIRECTOR, TELEPHONE ENQUIRY SERVICE – Responsible for operation of telephone enquiry centres across the province.

18 EXECUTIVE DIRECTOR, COMMUNICATIONS PRODUCTION GROUP – Responsible for the operation of the Audio-visual Services, Creative Services, Print Procurement and Distribution, and Duplicating and Copying branches.

19 DIRECTOR, AUDIO-VISUAL SERVICES BRANCH – Manages the production of films, photography, VTR, slide and tape presentation; operates the Provincial Film Library.

20 DIRECTOR, CREATIVE SERVICES BRANCH – Manages the production of publications and displays; provides graphic arts services and co-ordinates special projects for the division.

21 DIRECTOR, PRINT PROCUREMENT AND DISTRIBUTION BRANCH – Responsible for co-ordination of acquisition of printing production including pricing, scheduling and tendering from the private sector as well as cataloguing and distribution of government publications.

22 DIRECTOR, DUPLICATING AND COPYING SERVICES – Responsible for the central duplicating plant, quick print centres and provision of photocopy services, control of audio-visual and printing equipment selection throughout government.

23 DIRECTOR, ADVERTISING SERVICES AND SPECIAL PROJECTS – Co-ordinates the selection of advertising agencies for advertisement production and placement; provides technical advice for the Communications Group.

24 ASSISTANT DEPUTY MINISTER, COMPUTING AND SYSTEMS DIVISION – Responsible for providing data processing, systems development, and record management services required by government.

25 EXECUTIVE DIRECTOR, SYSTEMS GROUP – Responsible for the Systems Planning and Support, New Projects, Production Systems, and Cross-Government Systems branches.

26 DIRECTOR, SYSTEMS PLANNING AND SUPPORT BRANCH – Responsible for support services in professional development and consultative service, and in programming and standards development.

27 DIRECTOR, NEW PROJECTS BRANCH – Responsible for developing computer systems for use in government as well as conducting feasibility studies; provides project management for developing systems.

28 DIRECTOR, PRODUCTION SYSTEMS BRANCH – Responsible for maintenance and upgrading of all major existing systems; provides continuing communication with user departments and monitors systems performance.

29 DIRECTOR, CROSS-GOVERNMENT SYSTEMS BRANCH – Responsible for the development of interdepartmental systems which includes planning, development design and maintenance.

30 EXECUTIVE DIRECTOR, DATA CENTRE GROUP – Responsible for the Data Control, Data Conversion, Computer Operations and and Technical Support branches.

31 DIRECTOR, DATA CONTROL BRANCH – Responsible for control of the flow of data through the Data Centre, monitoring conversion and processing of data by other branches.

32 DIRECTOR, DATA CONVERSION BRANCH – Responsible for keying and verifying data from forms, in preparation for subsequent transfer of such data to tapes, and delivery to the Computer Operations Branch.

33 DIRECTOR, COMPUTER OPERATIONS BRANCH – Operates the array of computers and related auxillary equipment on a 24-hour, 7-day a week basis.

34 DIRECTOR, TECHNICAL SUPPORT – Responsible for generation, maintenance and monitoring of all operating systems; manages development and support of all teleprocessing services, and consults on software package applications; and conducts hardware planning.

35 DIRECTOR, RECORDS MANAGEMENT – Provides the advisory services, co-ordination and training in records management across government, and microfilm services, as well as managing the Records Centre.

36 ASSISTANT DEPUTY MINISTER, ADMINISTRATIVE SERVICES DIVISION – Responsible for the provision of personnel, financial, management systems, legal and general administrative services to the four operating divisions of the department.

37 DIRECTOR, PERSONNEL BRANCH – Administers all departmental personnel services including recruitment, classification, employee relations and organization development.

38 DIRECTOR, MANAGEMENT SERVICES – Responsible for the development of management information services throughout the department.

39 DIRECTOR, ACCOUNTS BRANCH – Responsible for the provision of financial services relative to program funds.

40 DIRECTOR, ENTERPRISE ACCOUNTING – Responsible for the development and provision of commercial accounting systems and services to enterprise managers.

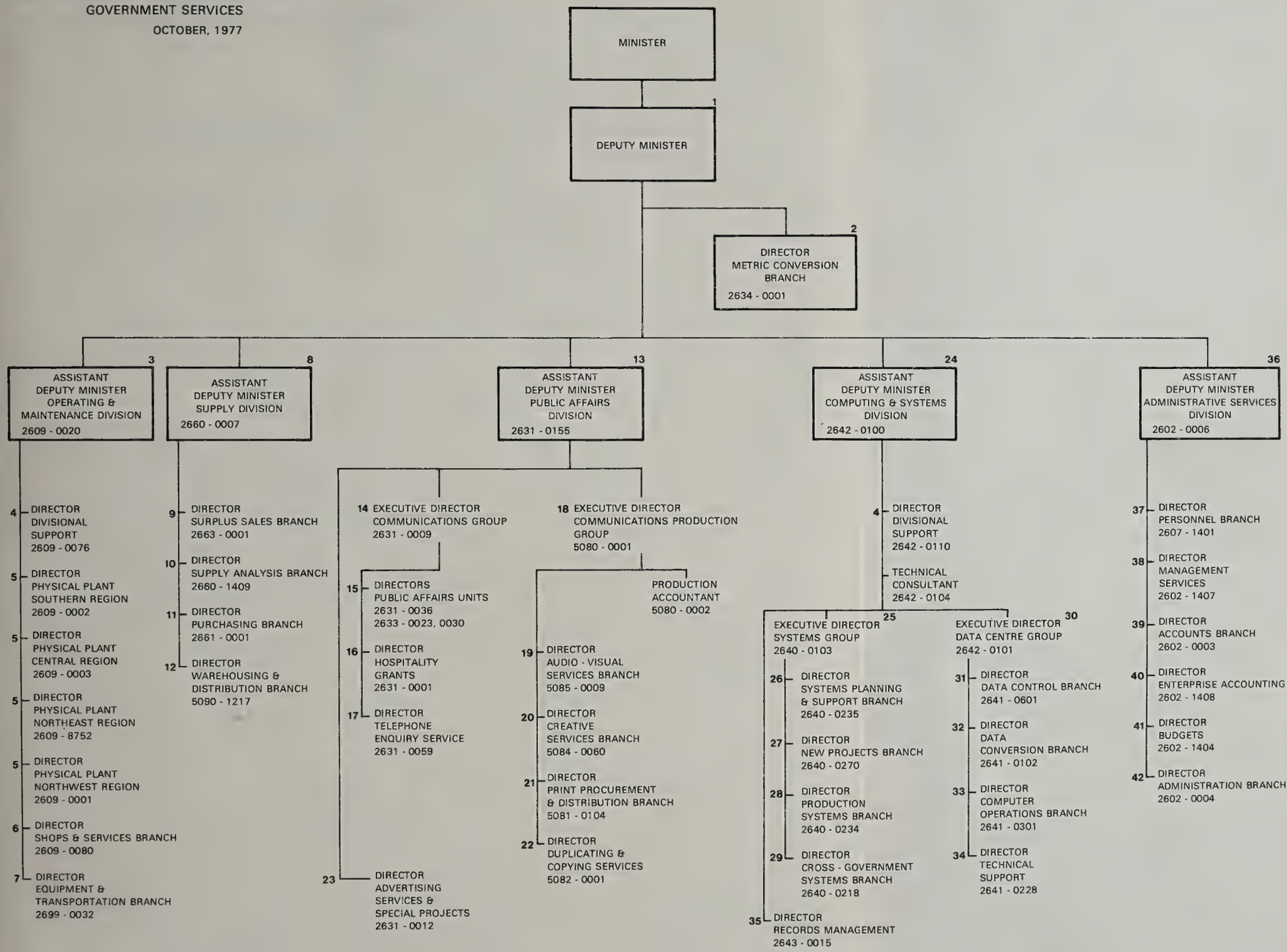
41 DIRECTOR, BUDGETS – Responsible for the co-ordination and analysis of departmental program budgets.

42 DIRECTOR, ADMINISTRATION BRANCH – Responsible for the provision and co-ordination of general administrative support services.

Alberta

GOVERNMENT SERVICES

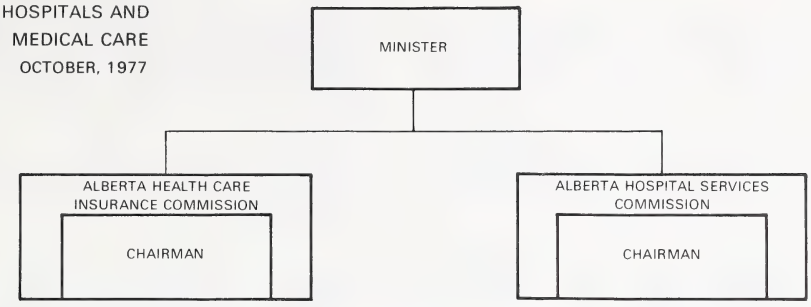
OCTOBER, 1977


MINISTER
1 DEPUTY MINISTER
2 DIRECTOR METRIC CONVERSION BRANCH 2634 - 0001
3 ASSISTANT DEPUTY MINISTER OPERATING & MAINTENANCE DIVISION 2609 - 0020
4 DIRECTOR DIVISIONAL SUPPORT 2609 - 0076
5 DIRECTOR PHYSICAL PLANT SOUTHERN REGION 2609 - 0002
5 DIRECTOR PHYSICAL PLANT CENTRAL REGION 2609 - 0003
5 DIRECTOR PHYSICAL PLANT NORTHEAST REGION 2609 - 8752
5 DIRECTOR PHYSICAL PLANT NORTHWEST REGION 2609 - 0001
6 DIRECTOR SHOPS & SERVICES BRANCH 2609 - 0080
7 DIRECTOR EQUIPMENT & TRANSPORTATION BRANCH 2699 - 0032
8 ASSISTANT DEPUTY MINISTER SUPPLY DIVISION 2660 - 0007
9 DIRECTOR SURPLUS SALES BRANCH 2663 - 0001
10 DIRECTOR SUPPLY ANALYSIS BRANCH 2660 - 1409
11 DIRECTOR PURCHASING BRANCH 2661 - 0001
12 DIRECTOR WAREHOUSING & DISTRIBUTION BRANCH 5090 - 1217
13 ASSISTANT DEPUTY MINISTER PUBLIC AFFAIRS DIVISION 2631 - 0155
14 EXECUTIVE DIRECTOR COMMUNICATIONS GROUP 2631 - 0009
15 DIRECTORS PUBLIC AFFAIRS UNITS 2631 - 0036 2633 - 0023, 0030
16 DIRECTOR HOSPITALITY GRANTS 2631 - 0001
17 DIRECTOR TELEPHONE ENQUIRY SERVICE 2631 - 0059
23 DIRECTOR ADVERTISING SERVICES & SPECIAL PROJECTS 2631 - 0012
18 EXECUTIVE DIRECTOR COMMUNICATIONS PRODUCTION GROUP 5080 - 0001
PRODUCTION ACCOUNTANT 5080 - 0002
19 DIRECTOR AUDIO - VISUAL SERVICES BRANCH 5085 - 0009
20 DIRECTOR CREATIVE SERVICES BRANCH 5084 - 0060
21 DIRECTOR PRINT PROCUREMENT & DISTRIBUTION BRANCH 5081 - 0104
22 DIRECTOR DUPLICATING & COPYING SERVICES 5082 - 0001
24 ASSISTANT DEPUTY MINISTER COMPUTING & SYSTEMS DIVISION 2642 - 0100
4 DIRECTOR DIVISIONAL SUPPORT 2642 - 0110
TECHNICAL CONSULTANT 2642 - 0104
25 EXECUTIVE DIRECTOR SYSTEMS GROUP 2640 - 0103
26 DIRECTOR SYSTEMS PLANNING & SUPPORT BRANCH 2640 - 0235
27 DIRECTOR NEW PROJECTS BRANCH 2640 - 0270
28 DIRECTOR PRODUCTION SYSTEMS BRANCH 2640 - 0234
29 DIRECTOR CROSS - GOVERNMENT SYSTEMS BRANCH 2640 - 0218
35 DIRECTOR RECORDS MANAGEMENT 2643 - 0015
30 EXECUTIVE DIRECTOR DATA CENTRE GROUP 2642 - 0101
31 DIRECTOR DATA CONTROL BRANCH 2641 - 0601
32 DIRECTOR DATA CONVERSION BRANCH 2641 - 0102
33 DIRECTOR COMPUTER OPERATIONS BRANCH 2641 - 0301
34 DIRECTOR TECHNICAL SUPPORT 2641 - 0228
36 ASSISTANT DEPUTY MINISTER ADMINISTRATIVE SERVICES DIVISION 2602 - 0006
37 DIRECTOR PERSONNEL BRANCH 2607 - 1401
38 DIRECTOR MANAGEMENT SERVICES 2602 - 1407
39 DIRECTOR ACCOUNTS BRANCH 2602 - 0003
40 DIRECTOR ENTERPRISE ACCOUNTING 2602 - 1408
41 DIRECTOR BUDGETS 2602 - 1404
42 DIRECTOR ADMINISTRATION BRANCH 2602 - 0004

FUNCTIONAL STATEMENTS NOT AVAILABLE AT TIME OF PRINTING.

Alberta

HOSPITALS AND
MEDICAL CARE
OCTOBER, 1977



1 DEPUTY MINISTER – Responsible for the administration, co-ordination and control of all line and staff functions within Housing portion of department. Also functions as board member of Alberta Housing Corporation and Alberta Home Mortgage Corporation.

2 ASSISTANT DEPUTY MINISTER, POLICY AND PLANNING DIVISION – Responsible for the direction and co-ordination of the various specialized functions ascribed to the three integral branches of the Policy and Planning Division.

3 ADMINISTRATIVE OFFICER – Responsible for general administration of Policy and Planning Division and administration of various housing grants offered by department.

4 DIRECTOR, HOUSING REGISTRY – Responsible to provide statistical information network to facilitate research for the division.

5 DIRECTOR, POLICY AND PROGRAM DEVELOPMENT – Responsible for the conceptualization and development of new policies and programs together with the discretionary amendment of existing commitment on all programs.

6 DIRECTOR, PLANNING AND RESEARCH – Responsible for the monitoring of the market forces of supply and demand vis-a-vis all types of housing in Alberta, determining and recommending long-term programs to maintain equitable balance between supply and demand.

7 DIRECTOR, PERSONNEL – Responsible for the organization and administration of the personnel program. Provides consultant services to departmental management and staff.

8 DIRECTOR, FINANCE AND ADMINISTRATION – Directs and co-ordinates departmental administrative services, including accounts, contracts, administrative and support services.

9 ASSISTANT DEPUTY MINISTER, REALTY AND ACCOMMODATION – Responsible for the organization and administration of four major areas; Accommodation Projects, Planning and Allocation, Realty, Supply and Resources. Responsible for the formulation and implementation of policies and standards relative thereto.

10 DIRECTOR, ACCOMMODATION PROJECTS – Responsible for administration and implementation of accommodation plans, including layout design and client moves. Also responsible for provision of province-wide parking and the communication services.

11 DIRECTOR, REALTY – Responsible for acquisition of space to meet government's accommodation needs. Negotiates leases and renewable contracts. Responsible for disposal of government property.

12 DIRECTOR, PLANNING – Responsible for planning and allocation of all general purpose office and warehouse space. Identification of user funds and functional requirements. Analysis of accommodation alternatives; also current and future space needs.

13 DIRECTOR, SUPPLY AND RESOURCES – Responsible for provision of division administrative resources. Directs furniture and furnishings policies and standards. Administers accounting for government parking.

14 DIRECTOR, GRANTS DIVISION – Responsible for supervision, co-ordination and implementation of the various housing grants offered by the department.

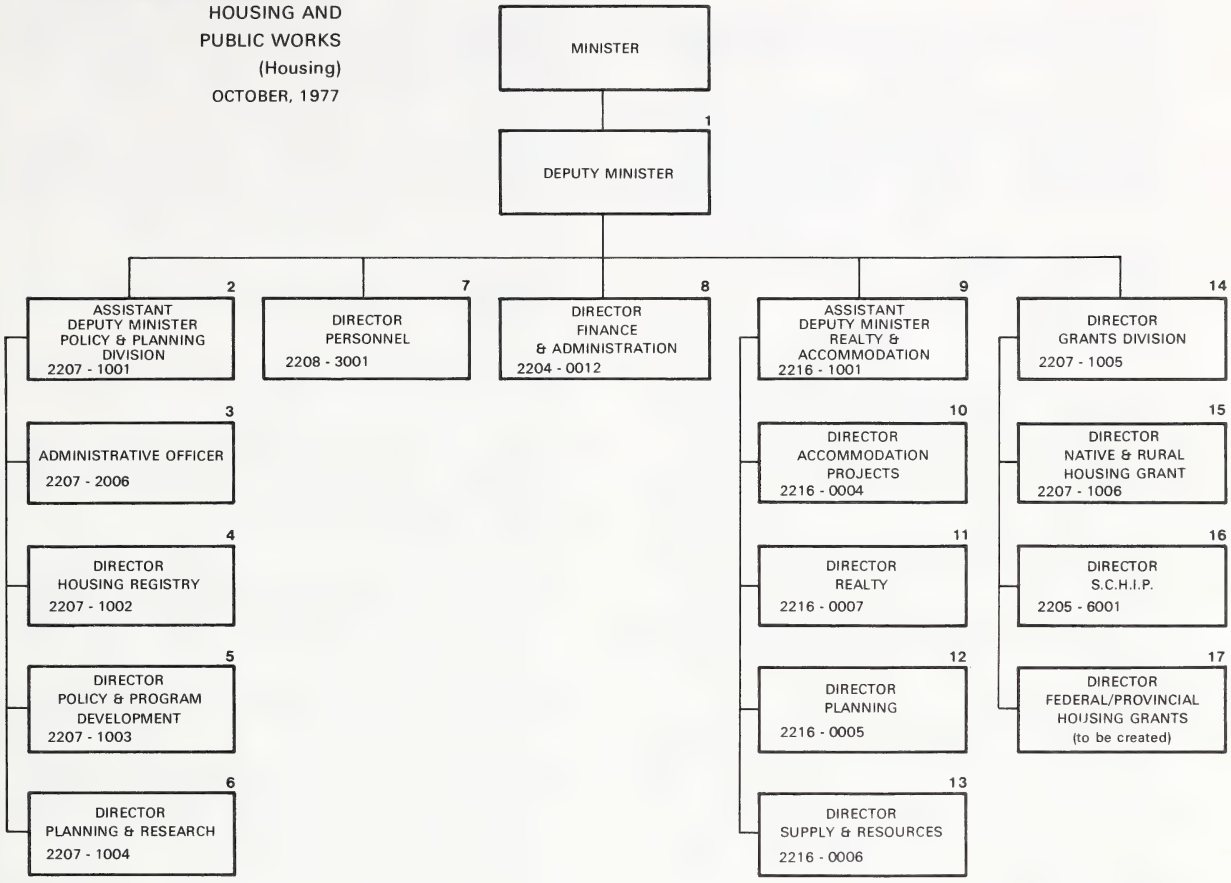
15 DIRECTOR, NATIVE AND RURAL HOUSING GRANT – Responsible for co-ordination and implementation of all rural and native housing assistance programs.

16 DIRECTOR, SENIOR CITIZENS HOME IMPROVEMENT PROGRAM – Responsible for co-ordination and implementation of the Senior Citizens Home Improvement Program.

17 DIRECTOR, FEDERAL/PROVINCIAL HOUSING GRANTS – Responsible for the development and implementation of the Federal/Provincial Housing Assistance Program.

Alberta

HOUSING AND
PUBLIC WORKS
(Housing)
OCTOBER, 1977



1 DEPUTY MINISTER – Responsible for the administration, co-ordination and control of all line staff functions within Public Works portion of the department.

2 EXECUTIVE ASSISTANT – Provides assistance and advice to the Deputy Minister in the administration of the department.

3 ASSISTANT DEPUTY MINISTER, PROFESSIONAL SERVICES – Responsible for organizing, co-ordinating, planning and implementing the activities of a multi-disciplined, complete engineering specialist and architectural design, consultant service to the department.

4 CHIEF DESIGN ARCHITECT – Responsible for implementing and directing a program of architectural design.

5 CHIEF SITE DEVELOPMENT ENGINEER – Responsible for implementing and directing a program of site development for buildings, institutional sites, parks and municipalities.

6 CHIEF MECHANICAL ENGINEER – Responsible for implementing and directing a program of mechanical engineering design.

7 CHIEF ELECTRICAL ENGINEER – Responsible for implementing and directing a program of electrical engineering design.

8 CHIEF RESEARCH AND CONSULTING ENGINEER – Responsible for implementing and directing a program of research and energy conservation. Also provides highly specialized services in acoustics, specification writing and metric conversion.

9 COMPUTER AND SYSTEMS ANALYST – Responsible for designing and implementing programs of computer-based management information systems for data storage and retrieval.

10 PRINCIPAL QUANTITY SURVEYOR – Responsible for the integration and functional supervision of cost planning and control procedures for projects included in the department's capital construction program.

11 PERSONNEL DIRECTOR – Responsible for the administration of the personnel program. Provides personnel consultant service to departmental management and staff.

12 DIRECTOR OF FINANCE AND ADMINISTRATION – Directs and co-ordinates departmental administrative services, including budgeting, accounting, and contract administration.

13 DIRECTOR OF ACCOUNTS – Responsible for administration of departmental budgeting, accounting, library and supply services.

14 ADMINISTRATOR, CONTRACT BRANCH – Responsible for administration of capital construction and equipment budgets; supervises preparation and issuing of tender and contract documents. Supervises blueprinting and mail services.

15 ASSISTANT DEPUTY MINISTER, PROJECT MANAGEMENT – Responsible for the co-ordination, planning and operations of the Project Management Division which includes Edmonton Project Management, Calgary Design and Development Branch, Contract Management branches in Edmonton and Calgary.

16 DEVELOPMENT MANAGERS (10) – Responsible for the provision of approved capital projects for assigned departments or Crown agencies.

17 PROJECT MANAGERS (10) – Responsible to development managers in assigned individual large and/or difficult projects.

18 DIRECTOR, CONTRACT MANAGEMENT – Responsible for the provision of construction inspection services to the Design and Development Branch, Calgary, the Development and Project Managers, Edmonton and for contract management of all assigned contracts.

19 ASSISTANT CONTRACT MANAGER – Responsible to Director, Contract Management, for the assignment of projects to regional contract managers, branch budget provisions, contract overlaps in two or more fiscal years. Insurance and bonding.

20 REGIONAL AND SPECIAL CONTRACT MANAGERS (5) – Responsible for provision of construction inspection services on a regional or specialized basis.

21 DIRECTOR, DESIGN AND DEVELOPMENT, CALGARY – Responsible for provision of comprehensive professional services in development of approved and assigned capital projects in southern portion of province.

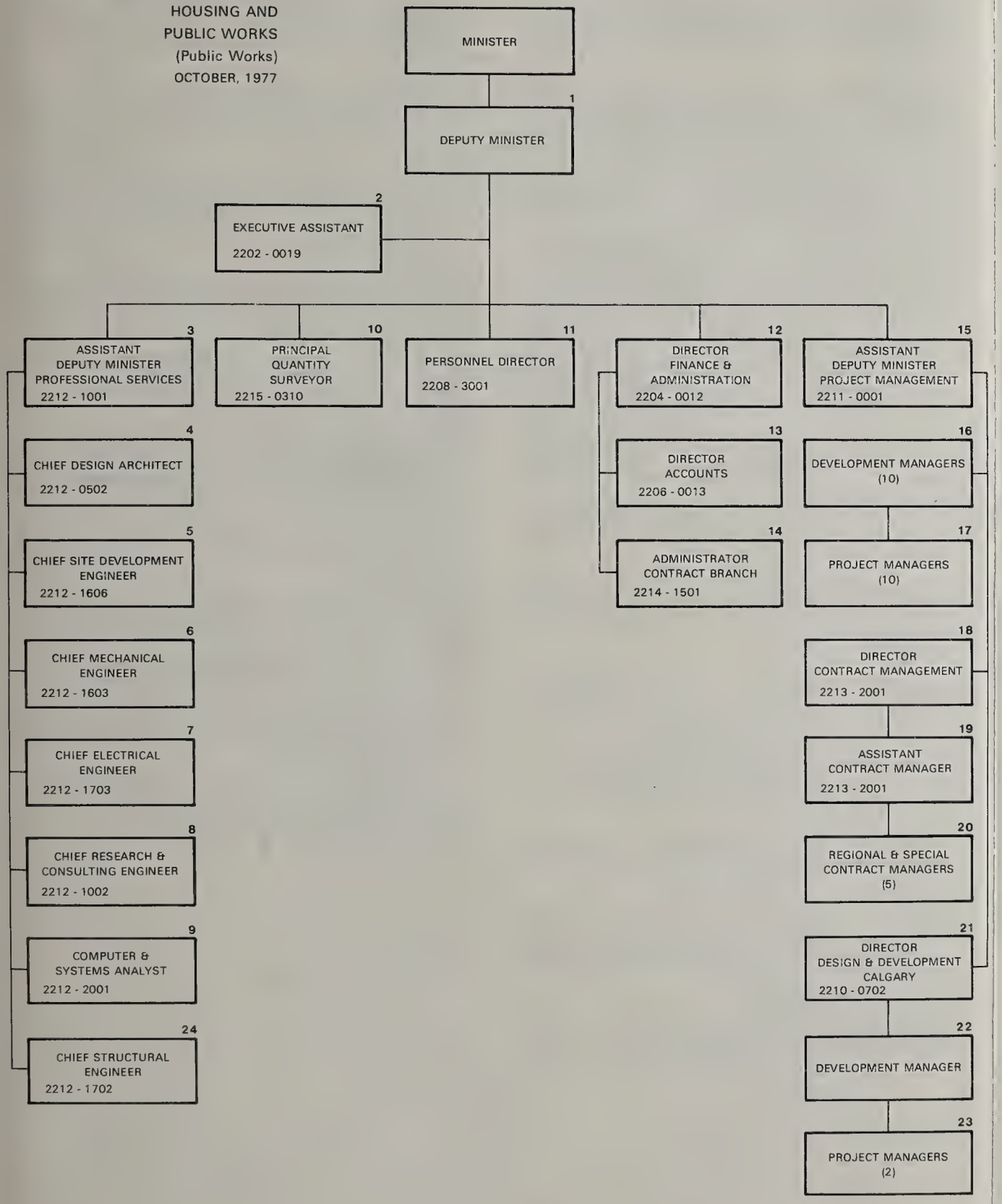
22 DEVELOPMENT MANAGER – Responsible for the provision of approved capital projects for assigned departments or Crown agencies.

23 PROJECT MANAGERS (2) – Responsible to development managers in assigned individual large and/or difficult projects.

24 CHIEF STRUCTURAL ENGINEER – Responsible for implementing and directing a program of structural engineering.

Alberta

HOUSING AND
PUBLIC WORKS
(Public Works)
OCTOBER, 1977



1 DEPUTY MINISTER – Acts as chief executive officer and is responsible to the Minister for the administration, co-ordination and control of all line and staff functions within the department.

2 CHAIRMAN, BOARD OF INDUSTRIAL RELATIONS – Acts as Chairman and chief executive officer of a quasi-judicial body which provides a decision-making process on matters regulating the relationships between employers and employees under the authority of The Alberta Labour Act.

3 SECRETARY, BOARD OF INDUSTRIAL RELATIONS – Acts as head of the technical/professional staff of the board and is responsible to the Chairman for the smooth operation of the board.

4 DIRECTOR, HUMAN RIGHTS COMMISSION – Responsible to the Chairman of the Commission for the administration of educational and enforcement programs directed towards the ultimate elimination of prejudice and discrimination in Alberta.

5 ASSISTANT DEPUTY MINISTER, LABOUR – Administers programs designed to develop effective and responsible relationships between labour and management.

6 DIRECTOR, LABOUR STANDARDS – Administers and directs investigations, general inspections and prosecutions under the Labour Standards part of The Alberta Labour Act, and The Industrial Wages and Security Act.

7 DIRECTOR, CONCILIATION AND MEDIATION SERVICES – Responsible for the supervision of conciliation and mediation services in collective bargaining dispute activities.

8 DIRECTOR, LABOUR MANAGEMENT SERVICES – Responsible for programs designed to improve labour management relationships in Alberta.

9 DIRECTOR, PENSION BENEFITS – Safeguards the rights of employees affected by pension plans through administration and enforcement of The Pension Benefits Act.

10 DIRECTOR, LABOUR RESEARCH SERVICES – Co-ordinates research and the collection and dissemination of information pertinent to departmental activities in the labour relations field.

11 DIRECTOR, DIVISIONAL ADMINISTRATION – Responsible for the co-ordination and development of divisional administrative policies and procedures.

12 ASSISTANT DEPUTY MINISTER, GENERAL SAFETY SERVICES – Responsible for the administration, control and co-ordination of safety inspectional and educational services provided by the division.

13 EXECUTIVE CO-ORDINATOR – Responsible for the co-ordination and development of divisional policies and procedures, and acts as liaison between the division and other regulatory and testing agencies.

14 DIRECTOR, DIVISIONAL ADMINISTRATION – Responsible for the co-ordination of divisional administrative policies and procedures.

15 CHIEF INSPECTOR, BOILERS AND PRESSURE VESSELS – Ensures adherence to standards for the construction, installation and operation of boilers and pressure vessels through administration of The Boilers and Pressure Vessels Act.

16 DIRECTOR, BUILDING STANDARDS – Responsible for the administration and enforcement of The Alberta Uniform Building Standards Act and pursuant regulations.

17 CHIEF INSPECTOR, ELECTRICAL PROTECTION – Develops and applies safety standards and regulations governing the installation and maintenance of materials and equipment required in the generation, distribution and utilization of electricity.

18 CHIEF INSPECTOR, ELEVATORS AND FIXED CONVEYANCES – Supervises the examination and inspection of fixed conveyances to ensure that such equipment conforms with regulations and codes administered by this branch in the interest of public safety.

19 FIRE COMMISSIONER, FIRE PREVENTION – Co-ordinates the activities of the division to prevent loss of life and destruction of property caused by uncontrolled fire.

20 CHIEF INSPECTOR, GAS PROTECTION – Administers The Gas Protection Act to ensure safety in the installation, transmission, distribution, supply and use of gas.

21 CHIEF INSPECTOR, PLUMBING INSPECTION – Supervises the inspection of plumbing installations to ensure that they are in accordance with the Provincial Plumbing and Drainage Regulations.

22 ASSISTANT DEPUTY MINISTER, OCCUPATIONAL HEALTH AND SAFETY – Administers a program to prevent injury, ill health and genetic damage resulting from employment in Alberta.

23 PROGRAM CO-ORDINATOR – Co-ordinates divisional activities and provides staff support for the Occupational Health and Safety Advisory Committee.

24 DIRECTOR, DIVISIONAL ADMINISTRATION – Responsible for the co-ordination and development of divisional administrative policies and procedures.

25 DIRECTOR, RESEARCH AND EDUCATION – Co-ordinates research and the collection and dissemination of information pertinent to departmental activities in the occupational health and safety field.

26 DIRECTOR, OCCUPATIONAL HEALTH AND SAFETY INSPECTION – Responsible for the inspection of work sites to ensure compliance with The Occupational Health and Safety Act and its Regulations.

27 DIRECTOR, OCCUPATIONAL HEALTH AND SAFETY LABORATORY SERVICES – Responsible for the provision of laboratory services in support of divisional activities.

28 DIRECTOR, OCCUPATIONAL HYGIENE – Responsible for a program of investigation and inspection of occupational environments in search of existing, suspected, or potential work-related occupational hygiene hazards.

29 DIRECTOR, MEDICAL SERVICES – Responsible for developing occupational health services program for industry, providing consultation on occupational diseases and emergency treatment, and preparation of guidelines for preventive health programs in hazardous occupations.

30 DIRECTOR, RADIATION HEALTH SERVICES – Responsible for educational and inspectional programs relating to the installation and use of radiation-emitting devices.

31 EXECUTIVE DIRECTOR, ADMINISTRATIVE SERVICES – Responsible for and gives direction to the central finance and administrative services of the department.

32 DIRECTOR, COMMUNICATIONS – Responsible for the implementation and administration of the department's public relations program. (Position is seconded from Public Affairs Division, Department of Government Services.)

33 DIRECTOR, FINANCE AND ADMINISTRATION – Responsible for budgeting, accounting, purchasing and general administration functions.

34 DIRECTOR, PERSONNEL – Responsible for development and administration of a department-wide personnel program.

35 DIRECTOR, SYSTEMS – Responsible for the development and administration of management systems.

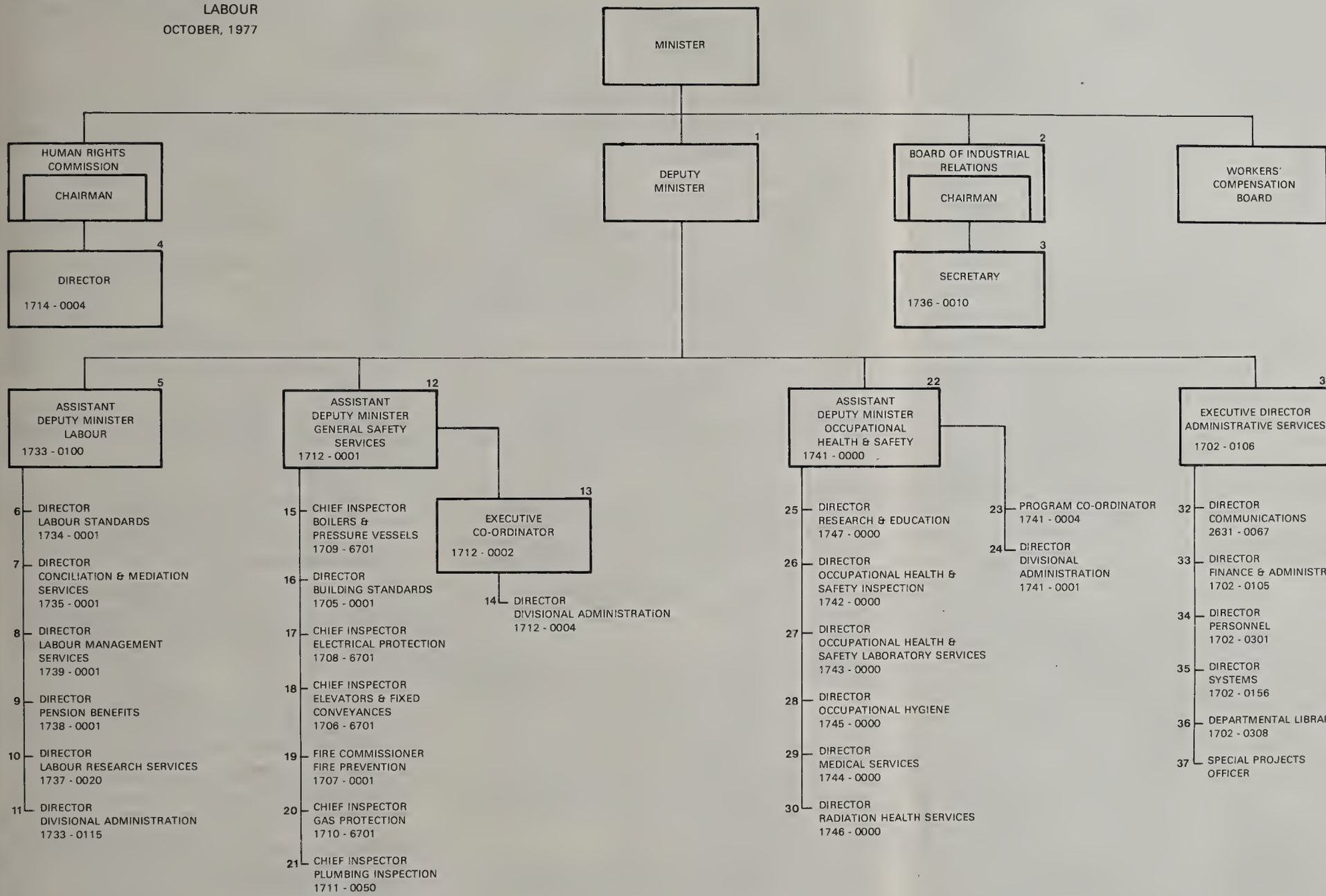
36 DEPARTMENTAL LIBRARIAN – Provides centralized library services and administers the staff and materials which comprise the department's libraries.

37 SPECIAL PROJECTS OFFICER – Undertakes projects of medium and long-term interest, such as records management implementation, and review of selected legislation.

Alberta

LABOUR

OCTOBER, 1977


MINISTER
HUMAN RIGHTS COMMISSION
CHAIRMAN
4
DIRECTOR
1714 - 0004
1
DEPUTY MINISTER
2
BOARD OF INDUSTRIAL RELATIONS
CHAIRMAN
3
SECRETARY
1736 - 0010
WORKERS' COMPENSATION BOARD
5
ASSISTANT DEPUTY MINISTER LABOUR
1733 - 0100
6 DIRECTOR LABOUR STANDARDS 1734 - 0001
7 DIRECTOR CONCILIATION & MEDIATION SERVICES 1735 - 0001
8 DIRECTOR LABOUR MANAGEMENT SERVICES 1739 - 0001
9 DIRECTOR PENSION BENEFITS 1738 - 0001
10 DIRECTOR LABOUR RESEARCH SERVICES 1737 - 0020
11 DIRECTOR DIVISIONAL ADMINISTRATION 1733 - 0115
12
ASSISTANT DEPUTY MINISTER GENERAL SAFETY SERVICES
1712 - 0001
13
EXECUTIVE CO-ORDINATOR
1712 - 0002
14 DIRECTOR DIVISIONAL ADMINISTRATION 1712 - 0004
15 CHIEF INSPECTOR BOILERS & PRESSURE VESSELS 1709 - 6701
16 DIRECTOR BUILDING STANDARDS 1705 - 0001
17 CHIEF INSPECTOR ELECTRICAL PROTECTION 1708 - 6701
18 CHIEF INSPECTOR ELEVATORS & FIXED CONVEYANCES 1706 - 6701
19 FIRE COMMISSIONER FIRE PREVENTION 1707 - 0001
20 CHIEF INSPECTOR GAS PROTECTION 1710 - 6701
21 CHIEF INSPECTOR PLUMBING INSPECTION 1711 - 0050
22
ASSISTANT DEPUTY MINISTER OCCUPATIONAL HEALTH & SAFETY
1741 - 0000
25 DIRECTOR RESEARCH & EDUCATION 1747 - 0000
26 DIRECTOR OCCUPATIONAL HEALTH & SAFETY INSPECTION 1742 - 0000
27 DIRECTOR OCCUPATIONAL HEALTH & SAFETY LABORATORY SERVICES 1743 - 0000
28 DIRECTOR OCCUPATIONAL HYGIENE 1745 - 0000
29 DIRECTOR MEDICAL SERVICES 1744 - 0000
30 DIRECTOR RADIATION HEALTH SERVICES 1746 - 0000
23 PROGRAM CO-ORDINATOR 1741 - 0004
24 DIRECTOR DIVISIONAL ADMINISTRATION 1741 - 0001
3
EXECUTIVE DIRECTOR ADMINISTRATIVE SERVICES
1702 - 0106
32 DIRECTOR COMMUNICATIONS 2631 - 0067
33 DIRECTOR FINANCE & ADMINISTR 1702 - 0105
34 DIRECTOR PERSONNEL 1702 - 0301
35 DIRECTOR SYSTEMS 1702 - 0156
36 DEPARTMENTAL LIBRA 1702 - 0308
37 SPECIAL PROJECTS OFFICER

DEPARTMENT OF MUNICIPAL AFFAIRS

FUNCTIONAL STATEMENTS – OCTOBER, 1977

1 DEPUTY MINISTER – Acts as chief executive officer and is responsible for the administration, co-ordination and control of all line and staff functions within the department.

2 DIRECTOR, FINANCE AND ADMINISTRATION – Provides centralized administrative services to the department including the development of a financial advisory, budgeting, and accounting service, and a taxation service for Improvement Districts and Special Areas.

3 DIRECTOR, PERSONNEL ADMINISTRATION – Responsible for the administration of the personnel program. Provides personnel consultant services to departmental management, and advises and guides all departmental employees on personnel matters.

4 DIRECTOR, SPECIAL PROJECTS AND POLICY RESEARCH – Conducts research programs and prepares positions for the guidance of the Minister and Deputy Minister in formulating policy for the department.

5 CHAIRMAN, ASSESSMENT EQUALIZATION BOARD – Determines assessment on an equalized basis among all Municipal Governments, Improvement Districts and Special Areas.

6 CHAIRMAN, SPECIAL AREAS BOARD – Provides complete local government services for Special Areas including taxation, licences, permits, local works, and improvements.

7 ASSISTANT DEPUTY MINISTER, PLANNING SERVICES – Provides overall direction for professional planning services including province-wide planning research, advisory services to Regional Planning Commissions and the delivery of planning services to areas outside the Regional Planning Commissions.

8 DIRECTOR, PLANNING SUPPORT SERVICES – Provides administrative and technical support for the planning elements of the organization.

9 DIRECTOR, PLANNING RESEARCH AND DEVELOPMENT – Undertakes planning research and formulates provincial policies recommendations respecting planning and development. Provides specialized planning research for Regional Planning Commissions and government departments.

10 DIRECTOR, INTERAGENCY PLANNING – Provides planning advisory services to Regional Planning Commissions and government agencies; conducts multi-disciplinary planning projects requiring interdepartmental co-ordination. Arranges planning seminars and conferences.

11 DIRECTOR, SPECIAL REGIONS PLANNING – Provides planning services to areas outside of Regional Planning Commission jurisdictions – subdivision approval, municipal planning advisory service and regional planning.

12 ASSISTANT DEPUTY MINISTER, MUNICIPAL ADMINISTRATION – Provides a counselling or advisory service for local municipal government. Provides a tax recovery service for individuals and for local government. Directs the administration of municipal service for Improvement Districts, and provides supervision of the administration of homeowners, renters, municipal assistance and shared federal grants.

13 DIRECTOR, IMPROVEMENT DISTRICTS ADMINISTRATION – Provides local government services for Improvement Districts including taxation, licences, permits, local works and improvements.

14 PUBLIC AFFAIRS OFFICER – Interprets, promotes and makes known the policies, objectives, services and programs of the Department of Municipal Affairs. Provides public relations consultant services to departmental management.

15 DIRECTOR, MUNICIPAL SERVICES – Provides municipal advisory and consulting services to local municipal governments, and publishes municipal statistics for use by individuals at all levels of government.

16 DIRECTOR, MOBILE EQUIPMENT LICENSING – Licenses mobile construction equipment and mobile homes throughout various areas of the province.

17 DIRECTOR, GRANTS ADMINISTRATION – Administers the homeowners and renters grants provided to citizens and the municipal assistance and shared grants to local municipal governments.

18 DIRECTOR, TAX RECOVERY – Examines the conditions pertaining to tax forfeiture, tax eviction and other real property tax problems and ensures that the rights of citizens and governments are upheld.

19 DIRECTOR, LAND TENURE SECRETARIAT – Assists residents improve the standard of land tenure in unorganized communities within the Green Zone and provides relevant educational programs.

20 ASSISTANT DEPUTY MINISTER, ASSESSMENT SERVICES – Provides assessment services for local government and in real property assessment; includes assessment operations, research and systems, technical training, and assessment advisory services.

21 DIRECTOR, ASSESSMENT OPERATIONS – Through regional and district assessors and appointed assessors provides real property assessment services for local governments, and federal or provincial departments as required.

22 DIRECTOR, ASSESSMENT RESEARCH AND SYSTEMS – Conducts research and develops assessment standards which are published in the Alberta Assessment Manual.

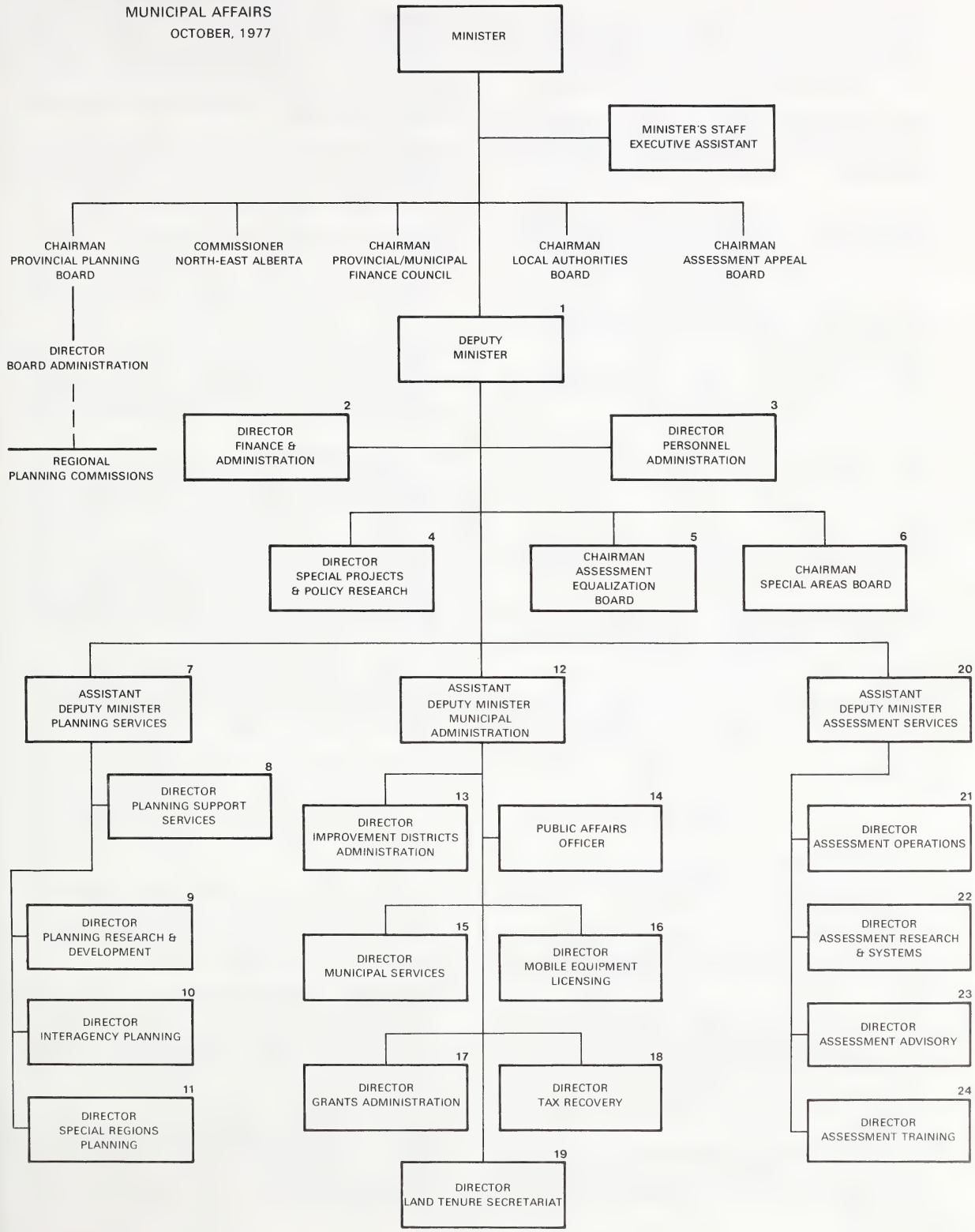
23 DIRECTOR, ASSESSMENT ADVISORY – Assists and guides appointed assessors to ensure a uniform standard of property assessment throughout Alberta.

24 DIRECTOR, ASSESSMENT TRAINING – Co-ordinates and arranges assessment technical and accreditation training through formal courses in educational institutions and within the department.

Alberta

MUNICIPAL AFFAIRS

OCTOBER, 1977



DEPARTMENT OF RECREATION, PARKS AND WILDLIFE

FUNCTIONAL STATEMENTS – OCTOBER, 1977

1 DEPUTY MINISTER – Administers, co-ordinates and controls departmental functions including services to youth in the province, recreation services, provincial parks planning and operations, and management of fish and wildlife resources. Provides advice to the Minister on policies and programs.

2 SPECIAL PROJECTS OFFICER – Carries out special projects as assigned by the Deputy Minister and provides a youth liaison function between government and various youth agencies and organizations.

3 EXECUTIVE DIRECTOR, ADMINISTRATION – Responsible for the development and administration of a comprehensive support/delivery system for the programs and services of the department.

4 DIRECTOR, FINANCIAL ADMINISTRATION – Administers and co-ordinates the financial services of the department including program budgeting, revenue and disbursement accounting, and central services operations.

5 DIRECTOR, PERSONNEL SERVICES – Develops and administers a personnel administrative program to advise, assist and control personnel administration and transactions.

6 DIRECTOR, RESEARCH AND SYSTEMS – Responsible for the design, implementation, and management of services related to research, management information, library and computer programs.

7 LEGAL SERVICES OFFICER – Responsible for the development and interpretation of legal documents and the administration of the department insurance program.

8 SENIOR PUBLIC AFFAIRS OFFICER – Responsible for a broad range of information and public relations functions for the department to assist officials in making known departmental objectives, programs and policies.

9 ASSISTANT DEPUTY MINISTER, RECREATION DEVELOPMENT – Responsible for planning and policy formulation related to the provision of recreation services to municipalities, recreation boards and departments, voluntary agencies, institutions and associations at the local, regional and provincial level.

10 EXECUTIVE ASSISTANT – Executive assistant to the Assistant Deputy Minister, Recreation Development.

11 DIRECTOR, RECREATION FIELD SERVICES BRANCH – Develops and administers an effective, comprehensive delivery system for the programs and services of the division.

12 DIRECTOR, ADMINISTRATION BRANCH – Initiates, recommends and assesses the formulation, implementation, and interpretation of all divisional administrative and fiscal policy and plans.

13 DIRECTOR, RECREATION PROGRAMS BRANCH – Directs the administration, planning, policy formulation, evaluation and development of four sections comprising the branch. These sections are Community Recreation Services, Outdoor Recreation, Recreation Services to Special Groups, Sports and Fitness.

14 DIRECTOR, RECREATION PLANNING BRANCH – Provides the necesary planning resources for the orderly development of comprehensive recreation at the municipal, regional and provincial levels.

15 ASSISTANT DEPUTY MINISTER, PARKS – Directs a program of providing specific open spaces for outdoor recreation opportunities for Albertans and their visitors in accordance with the provisions of the Provincial Parks Act.

16 EXECUTIVE ASSISTANT – Executive assistant to the Assistant Deputy Minister, Parks.

17 EXECUTIVE OFFICER – Responsible for parkland assembly and parkland disposition co-ordination and administers municipal recreation grant programs. Acts as Special Projects Officer for the division, including Public Participation Officer.

18 DIRECTOR, PARKS PLANNING AND DESIGN – Responsible for identifying the needs for parks and recreation lands. Formulates conceptual plans, master plans and designs for use of recreational resources, including a public interpretation education program through recreation land use planning.

19 DIRECTOR, OPERATIONS AND CONSTRUCTION – Formulates park operations and construction policies and co-ordinates their implementation through field supervisors. Responsible for all administration of leases and other dispositions within provincial park areas.

20 HEAD OF ADMINISTRATION – Responsible for establishing the framework and guidelines for developing, implementing, directing and systematically reviewing administrative policies and procedures with respect to divisional administrative matters.

21 ASSISTANT DEPUTY MINISTER, FISH AND WILDLIFE – Directs the program of fish and wildlife resource management and co-ordinates internally and with other departments and agencies and the public to optimize populations and distribution for the benefit of the people.

22 DIRECTOR, ADMINISTRATION – Responsible for the supervision, organization and co-ordination of division personnel generally, its expenditures, equipment inventories, warehouse and supplies communications, office services and clerical support.

23 DIRECTOR, EXTENSION SERVICES – Responsible for the administration and preparation of extension materials, display and activities; the administration and preparation of educational materials, course and programs and associated camp training; and the organization of in-service and public specialty training programs.

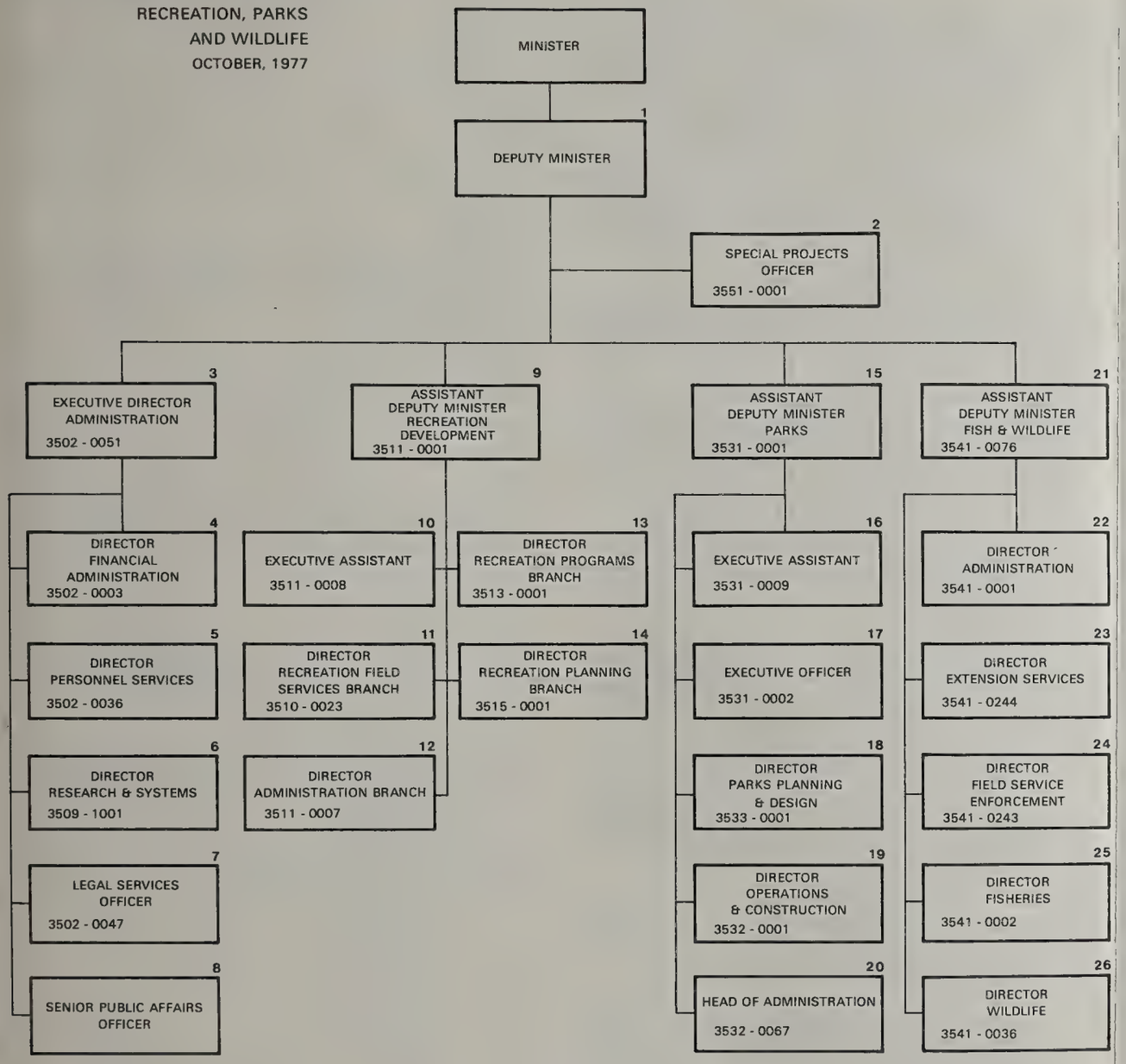
24 DIRECTOR, FIELD SERVICE ENFORCEMENT – Responsible for the administration, preparation, review and public supervision of resource-related legislation, the maintenance of co-ordination with other resource legislation agencies and maintenance of a public field resource management service.

25 DIRECTOR OF FISHERIES – Responsible for administration, inventory, research and determination of acceptable harvest levels and quotas of fishery resources as well as condition and productivity of fish habitat, the control of disease and the co-ordination and management of interprovincial and intergovernmental fisheries.

26 DIRECTOR OF WILDLIFE – Responsible for the administration, inventory, research and determination of acceptable harvest levels and quotas of wildlife resources and in addition, the condition, productivity and wildlife habitat, the control of wildlife disease and the co-ordination of intergovernmental migratory bird resources.

Alberta

RECREATION, PARKS
AND WILDLIFE
OCTOBER, 1977



1 CHIEF DEPUTY MINISTER – Acts as chief executive officer of the department: is concerned with policy development and operations in social services, health services, mental health services and services to the handicapped.

2 ASSISTANT DEPUTY MINISTER, RESEARCH AND PLANNING – Provides a research and planning component for the department, including research into the social allowance field and specified research into various elements and program planning and development.

3 LEGISLATIVE PLANNER – Under the direction of the Assistant Deputy Minister, Research and Planning, develops legislation, Orders-in-Council and Ministerial Orders, and provides legal advice on complex matters.

4 DIRECTOR, SENIOR CITIZENS BUREAU – Responsible for providing information, consulting and co-ordinating service to government departments, to the senior citizens community and the public at large on aging programs and service for older people.

5 DIRECTOR OF SYSTEMS – Directs the administration and implementation of the department's policies of systems development.

6 DIRECTOR OF PERSONNEL, STAFF DEVELOPMENT AND TRAINING – Develops and administers a personnel program to advise, assist, and control personnel plans and transactions including the staff development and training and manpower planning aspects of personnel.

7 DEPARTMENTAL SAFETY OFFICER – Responsible for the planning, developing, co-ordinating and monitoring of an occupational health and safety program.

8 ASSISTANT DEPUTY MINISTER, FINANCE – Provides centralized administrative services to the department, including the development of budgeting techniques and the operation of a centralized accounting division.

9 DIRECTOR, MANAGEMENT AUDIT – Responsible for the administation of the department's policies of the Mangement Audit Branch, which consists of internal management reviews and internal financial audits.

10 DIRECTOR, ADMINISTRATIVE SERVICES – Responsible for the administration of the department's policies of the Administrative Services Branch, which includes accommodation, materials and supplies, records management program and a wide variety of intradepartmental communication services.

11 PUBLIC COMMUNICATIONS – Provides public relations advice and information services to the department's divisions, using the resources of Alberta Government Services Public Affairs division. The office is responsible for co-ordinating media relations and advertising campaigns, and for producing audio-visual presentations and departmental publications.

12 LEGAL SERVICES – Lawyers working for this office draft legislation, regulations and Orders-in-Council for the department, and give legal advice and assistance in a variety of areas including contracts and child welfare proceedings.

13 DEPUTY MINISTER, SOCIAL SERVICES – Administers, co-ordinates and controls the divisional functions, including public assistance, child welfare, Metis development and homes and institutions.

14 ASSISTANT DEPUTY MINISTER, REHABILITATIVE SERVICES – Administers, co-ordinates the development of a wide range of services for handicapped persons in Alberta.

15 DEPUTY MINISTER, HEALTH SERVICES – Administers divisional functions pertaining to local health services, medical services, tuberculosis control, social hygiene and vital statistics. Chairman, Provincial Board of Health.

16 ASSISTANT DEPUTY MINISTER, MENTAL HEALTH SERVICES – Directs the provincial mental health programs which include two large psychiatric hospitals and several regional community mental health service centres. In consultation with The Alberta Hospital Services Commission, reviews and approves alteration or expansion of psychiatric programs in general hospitals.

17 DIRECTOR, CHILD WELFARE – Provides for the care and protection of neglected and delinquent children who are wards of the Crown in suitable foster or adoptive homes or institutions. Investigates cases of child neglect and supervises probation services to delinquent children.

18 METIS DEVELOPMENT – Assists Metis settlers in the areas of agriculture, education, health and general welfare; programs including home building, cattle projects and timber operations.

19 DIRECTOR, HOMES AND INSTITUTIONS – Administers the operation and development of programs and facilities in government and private institutions for the supervision and care of transient, unemployed and unemployable persons requiring special care but not hospital care, child care institutions both government and private, and the licensing of all institutions within the Welfare Homes Act.

20 DIRECTOR, REGIONAL OFFICES – Supervises the operation of the Regional Social Services offices through which the manpower and facilities are supplied to deliver the Social Services Program of the department.

21 DIRECTOR, PUBLIC ASSISTANCE – Provides financial help through the Social Allowance Program for persons who are in need and who are aged, physically or mentally handicapped, or unemployed.

22 DIRECTOR, MAINTENANCE AND RECOVERY – Responsible for assisting unmarried mothers in obtaining maintenance and support of the children from putative fathers, family court referrals of social allowance recipients, collection and enforcement of parents maintenance orders, agreements and repaying agreements.

23 DIRECTOR, VOCATIONAL REHABILITATION BRANCH – Has overall responsibility for the planning, direction and co-ordination of vocational rehabilitation and employment services for adult persons in receipt of other services from the department.

24 DIRECTOR, SERVICES FOR THE HANDICAPPED BRANCH – Has overall responsibility for the provision of community services for mentally retarded and physically handicapped persons and the operation of institutions for the mentally retarded.

25 DIRECTOR, LOCAL HEALTH SERVICES – Responsible for planning, implementation, co-ordination and direction of community health programs including nursing, public health inspection, speech therapy, health promotion, preventive dentistry and nutritional services as delivered through local health authorities.

26 DIRECTOR, PREVENTIVE SOCIAL SERVICES – Supervises and facilitates the orderly development and continuing improvement of preventive social services throughout the province by working closely with municipalities in a consultative and leadership role, and in providing a financial vehicle for their ongoing support.

27 DIRECTOR, SPECIAL HEALTH AND SUPPORT SERVICES – Provides policy direction and line management direction to the tuberculosis control, social hygiene, vital statistics and special projects branches, and responsible for the provision of finance and personnel support services to programs within the Health Services Division.

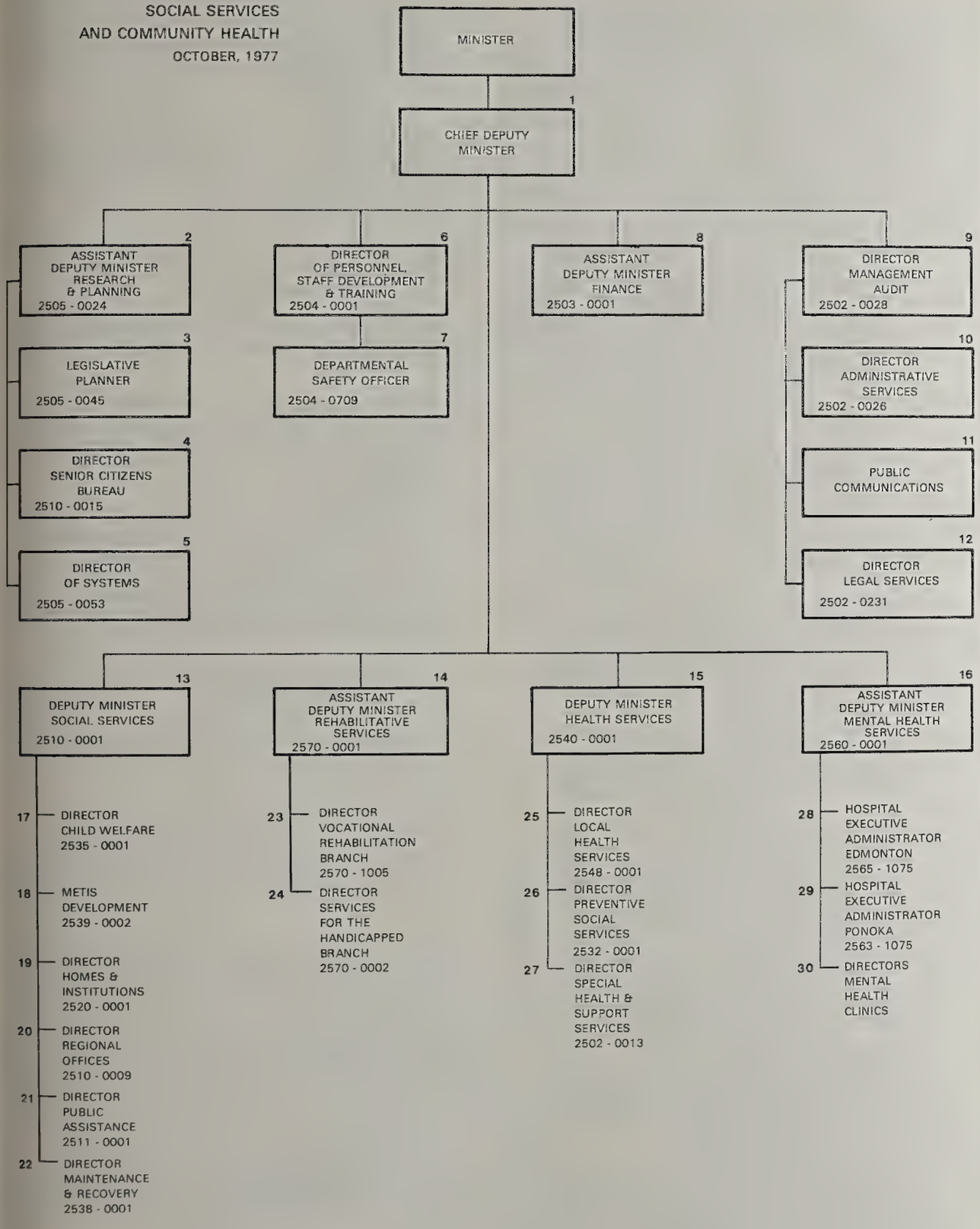
28 HOSPITAL EXECUTIVE ADMINISTRATOR, ALBERTA HOSPITAL, EDMONTON – Responsible for the management of a large general psychiatric hospital. This includes planning, budgeting, staffing, organization and control function.

29 HOSPITAL EXECUTIVE ADMINISTRATOR, ALBERTA HOSPITAL, PONOKA – Responsible for the management of a large general psychiatric hospital. This includes planning, budgeting, staffing, organization and control functions.

30 DIRECTORS, MENTAL HEALTH CLINICS – Responsible for the management of regional mental health services. This includes planning, budgeting, staffing, organization and control functions.

Alberta

SOCIAL SERVICES
AND COMMUNITY HEALTH
OCTOBER, 1977



1 DEPUTY SOLICITOR GENERAL – Functions as the permanent administrative head of the department translating Ministerial policy relating to correctional services, law enforcement and the registration of motor vehicles and drivers into plans and programs aimed at preserving public order, protecting the rights and liberties of all individuals and assisting individuals to reach their maximum potential.

2 DIRECTOR, TRAINING AND STAFF DEVELOPMENT – Develops and installs a comprehensive departmental training program to provide the staff with the skills, knowledge and attitudes necessary for performing their roles.

3 DIRECTOR, PERSONNEL – Co-ordinates and implements personnel programs within the department. Acts as personnel consultant for the Deputy Minister and departmental managers in terms of interpretation and administration of regulations and in policy development.

4 DIRECTOR, FINANCE AND ADMINISTRATION – Provides centralized financial and administrative services to the department, including accounting, budgeting, financial management, space planning, material supplies and other administrative services.

5 DRIVER CONTROL BOARD – Reviews drivers' records based on recommendations from judges or the Director, Motor Vehicles Administration, and may prescribe terms and conditions for the possession or suspension of an operator's licence or may prescribe remedial education or treatment.

6 MANAGER, RESEARCH AND PLANNING – Directs and conducts surveys and studies and prepares reports and recommendations for senior officials in areas of department programs and policies. Compiles statistical reports and identifies research projects that will enhance effectiveness of services.

7 DIRECTOR, LAW ENFORCEMENT – The Director's functions and responsibilities are outlined in Section 17 of the Police Act. The Act requires him to maintain a close relationship with all police departments in the prevention of crime in Alberta and to co-ordinate effective and efficient police service within the province. Further, the Act requires he carry out necessary research and planning for the development of projects for the selection and training of municipal policemen, special constables by-law enforcement officers and auxiliary constables. It also requires that he develop programs designed to improve relations between police and communities.

The Act also requires him to serve as consultant to the Solicitor General in matters related to crime prevention and law enforcement functions and to perform similar duties, at their request, to municipal police commissions, municipal councils and chiefs of police.

His office oversees the Highway Patrol function (headquarters and 19 units throughout the province); acts as secretary to the Law Enforcement Appeal Board; administers Private Investigators and Security Guards Act; regulates policy re firearms; co-ordinates provincial policies with police with respect to contracts, Indian police service, grants, special appointments; and manages police-related projects, such as checkstop, crime prevention, etc.

8 SUPERINTENDENT, HIGHWAY PATROL – Controls the enforcement of all acts and regulations pertaining to the use of public highways.

9 ASSISTANT DEPUTY MINISTER, CORRECTIONAL SERVICES – Responsible for the co-ordination, policy direction and administration of a multi-faceted institutional and community services corrections system in providing programs and services to persons referred to Alberta Correctional Services by the courts of Alberta, including the custody for persons undergoing sentences of imprisonment,held in detention, on remand or awaiting transfer to other correctional institutions.

10 CO-ORDINATOR, NATIVE SERVICES – Responsible for developing special and innovative programs for the native inmate population of the Alberta corrections system; encouraging participation of native organizations in corrections programs; and aids in recruiting native staff for corrections.

11 CO-ORDINATOR, TEMPORARY ABSENCE PROGRAM (TAP) – TAP is seen as an important step in the total rehabilitation process. In order that the readjustment from the confines of the institution back into the community not be a sharp and sudden change, inmates may apply to be temporarily absent from our correctional institutions. The Co-ordinator is responsible to the Director, Community Services, for those decisions which require top management involvement.

12 DIRECTOR, COMMUNITY SERVICES – Responsible for the administration of a comprehensive community correctional services program including adult probation, family court services, and various innovative and diversion-type programs aimed at providing the courts with alternatives to imprisonment and in assisting the various correctional institutions in planning and facilitating the release of persons undergoing sentences of imprisonment.

13 CO-ORDINATOR, FINE OPTION PROGRAM – Responsible to the Director, Community Services for the planning, implementation, co-ordination and assessment of fine option programs on a province-wide basis in the Correctional Services Division; ensures that a nucleus of community work service projects is available for fine option programs.

14 REGIONAL DIRECTOR, SOUTH – Responsible to the Director, Community Services, for the planning, development, co-ordination and implementation of special projects and programs within the Community Services Branch of Alberta Correctional Services.

15 DEPUTY DIRECTOR, PROBATION – Responsible to the Director, Community Services, for the overall planning and development of probation and family court services within the Community Services Branch of Alberta Correctional Services. Responsible for overall operation of the Community Services Branch in the absence of the Director.

16 CO-ORDINATOR, FORESTRY AND WILDERNESS CHALLENGE PROGRAMS – Responsible for the development of forestry and related outdoor programs for inmates and probationers of the Alberta Correctional Services. Co-ordinates various correctional bush camp operations in Alberta.

17 DEPUTY DIRECTOR, SPECIAL PROJECTS AND PROGRAMS – Responsible to the Director, Community Services, for the planning, development, co-ordination and implementation of special projects and programs within the Community Services Branch of Alberta Correctional Services.

18 REGIONAL DIRECTOR, NORTH – Responsible to the Director, Community Services, for the planning, development, co-ordination and implementation of special projects and programs within the Community Services Branch of Alberta Correctional Services.

19 DIRECTOR, INSTITUTIONAL SERVICES – Responsible for the overall supervision of the province's correctional institutional system including an extensive forestry and bush camp program, and the development of policies and programs for inmates of the Alberta correctional system consistent with modern correctional practices.

20 DEPUTY DIRECTOR, SPECIAL PROJECTS AND PROGRAMS – Responsible to the Director, Institutional Services for the planning, development, co-ordination and implementation of special projects and programs within the Institutional Services Branch of Alberta Correctional Services.

21 DEPUTY DIRECTOR, PROGRAMS – Responsible for the development, maintenance and supervision of a broad range of programs in the adult correctional institutions.

22 DEPUTY DIRECTOR, OPERATIONS – Responsible for the daily co-ordination of operations-type activities of the province's correctional institutions.

23 DIRECTOR, MOTOR VEHICLES ADMINISTRATION – Responsible for the operation of the Motor Vehicles Branch in formulating and implementing registration policy, registration and regulation of motor vehicles, and examination and certification of operators.

24 SPECIAL PROJECTS OFFICER – Responsible to the Director, Motor Vehicles Administration, for investigation and study of special projects within the Motor Vehicles Branch.

25 DEPUTY DIRECTOR, SYSTEMS AND OPERATIONS – Directs the development and administration of programs for management of motor vehicle and driver licence information.

26 MANAGER, EDP SYSTEMS – Manages the development and operation of computer systems for processing motor vehicle and driver licence administration.

27 MANAGER, LICENSING ADMINISTRATION AND INFORMATION – Manages motor vehicle and driver licence administration, control and information services.

28 MANAGER, OPERATIONS – Manages the operation of motor vehicle and driver licence information processing systems.

29 ASSISTANT MANAGER, OPERATIONS – Assists in the management of motor vehicle and driver licence information processing systems.

30 DEPUTY DIRECTOR, LICENSING AND PUBLIC SERVICES – Administers the vehicle and operator programs through a network of province-wide licensing and examination offices.

31 MANAGER, DRIVER EXAMINATION – Provides a program of examination, certification and requalification of highway vehicle drivers in the interests of public safety.

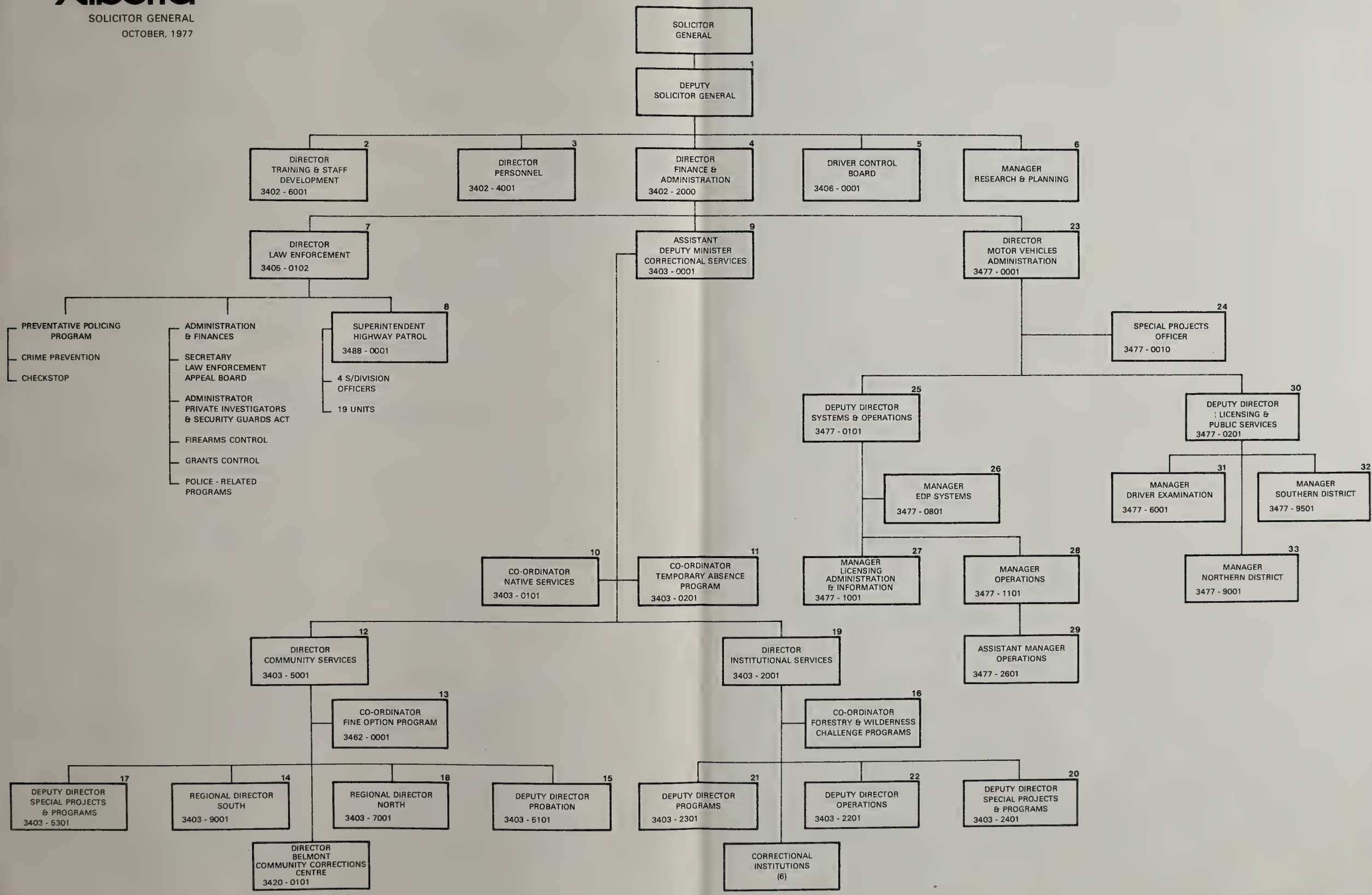
32 MANAGER, SOUTHERN DISTRICT – Responsible for providing the public with adequate vehicle registration and operator licensing services in southern Alberta.

33 MANAGER, NORTHERN DISTRICT – Responsible for providing the public with adequate vehicle registration and operator licensing services in northern Alberta.

Alberta

SOLICITOR GENERAL

OCTOBER, 1977



DEPARTMENT OF TRANSPORTATION

FUNCTIONAL STATEMENTS – OCTOBER, 1977

1 CHIEF DEPUTY MINISTER – Manages the department to ensure the timely development and maintenance of transportation policies, facilities and services appropriate to the needs of Albertans for the safe and efficient movement of people and products, and the economic and social development of the province.

2 DEPARTMENTAL SOLICITOR – Prepares legislation and provides legal advice and support to the department. Member of the Motor Transport Board.

3 EXECUTIVE ASSISTANT – Responsible to the Chief Deputy Minister for correspondence, office administration, and other duties as directed.

4 DIRECTOR, PUBLIC COMMUNICATIONS – Responsible for the analysis of communications needs within the department related to its programs; the preparation and execution of planned communications programs to meet these needs.

5 DEPUTY MINISTER, TRANSPORTATION PLANNING AND SERVICES – Responsible for the functions of strategic planning, research, services to users and urban transportation programs, together with specialized support for various carriers on a modal basis. Provides an overview to the activities of the Motor Transport Board.

6 ASSISTANT DEPUTY MINISTER, URBAN TRANSPORTATION – Advises the Deputy Minister on policies to recognize the needs and opportunities of urban communities. Administers the Urban Transportation Assistance Program.

7 ASSISTANT DEPUTY MINISTER, PLANNING AND RESEARCH – Develops a long-range strategic planning capability on a multi-modal basis through the use of a broad disciplined planning and research team.

8 CHAIRMAN, MOTOR TRANSPORT BOARD – Chairs meetings of the board and advises on the implementation of the policies and decisions of the board.

9 DIRECTOR, MOTOR TRANSPORT BRANCH – Responsible for the control and protection of public highways as to weight and safety requirements.

10 EXECUTIVE DIRECTOR, TRANSPORTATION SERVICES – Responsible for monitoring and reviewing current policies as they effect the users and operators of transportation services, and making policy, regulation and facility rcommendations.

11 ASSISTANT DEPUTY MINISTER, REGIONS – Responsible for the decentralized implementation of programs involving all transportation modes.

12 REGIONAL DIRECTORS – Will be responsible for carrying out the department's operational activities and project execution responsibilities within their assigned geographic areas.

13 ASSISTANT DEPUTY MINISTER, ADMINISTRATION – Manages and co-ordinates support services, including equipment, supply and services, personnel, financial planning and operations and computer services.

14 DIRECTOR, EQUIPMENT, SUPPLY AND SERVICES – Administers stock advance fund. Purchases equipment and supplies; maintains and repairs vehicles, heavy equipment and related materials; maintains service depots throughout the province.

15 DIRECTOR, PERSONNEL MANAGEMENT – Develops and administers programs to advise, assist and control transactions in the area of personnel management.

16 DIRECTOR, FINANCE AND OFFICE SERVICES – Develops and administers a financial management system to advise, assist and control financial plans and transactions. Co-ordinates space requirements and communication distribution system.

17 DIRECTOR, COMPUTER SERVICES – Provides data processing services to all branches of Alberta Transportation. Services include data conversion, analysis and programming, software support, operation and maintenance of computer systems.

18 DIRECTOR, MANAGEMENT SERVICES – Co-ordinates and advises on systems to enhance the management process including MBO, manpower planning and management development and organization development. Provides support through Department Library.

19 DEPUTY MINISTER, CONSTRUCTION – Co-ordinates and controls the department's activities in the areas of design, construction and maintenance of roads, bridges and airports and traffic safety.

20 ASSISTANT DEPUTY MINISTER, ENGINEERING SERVICES – Responsible for providing the engineering support services to the departmental programs in the areas of operational design, property acquisition, surveys and mapping and modal development.

21 DIRECTOR, OPERATIONAL DESIGN – Primarily responsible for location studies and functional design for all new proposed highways in the province.

22 DIRECTOR, PROPERTY SERVICES – Conducts all land acquisition and legal surveys for the department and manages the property owned by the department.

23 DIRECTOR, SURVEYS AND MAPPING – Establishes basic survey control for all development in the province; provides mapping services for all government departments and agencies; and monitors the Alberta land surveyor work.

24 DIRECTOR, TRANSPORTATION SAFETY – Develops and administers a safety program aimed at driver education, safe school bus operations, and reduction of highway accidents and fatalities.

25 CHIEF CONSTRUCTION ENGINEER – Responsible for the construction of primary highways, park roads and approach roads, from geometric design through to completion.

26 CHIEF MAINTENANCE ENGINEER – Responsible for maintenance standards and for the construction of some secondary roads. Co-ordinates and monitors municipal services programs.

27 CHIEF BRIDGE ENGINEER – Responsible for the planning, design, construction and maintenance of bridge structures on the primary highway system and public roads throughout the province. Administers a program of assistance to rural municipal road authorities for bridge construction on municipal roads.

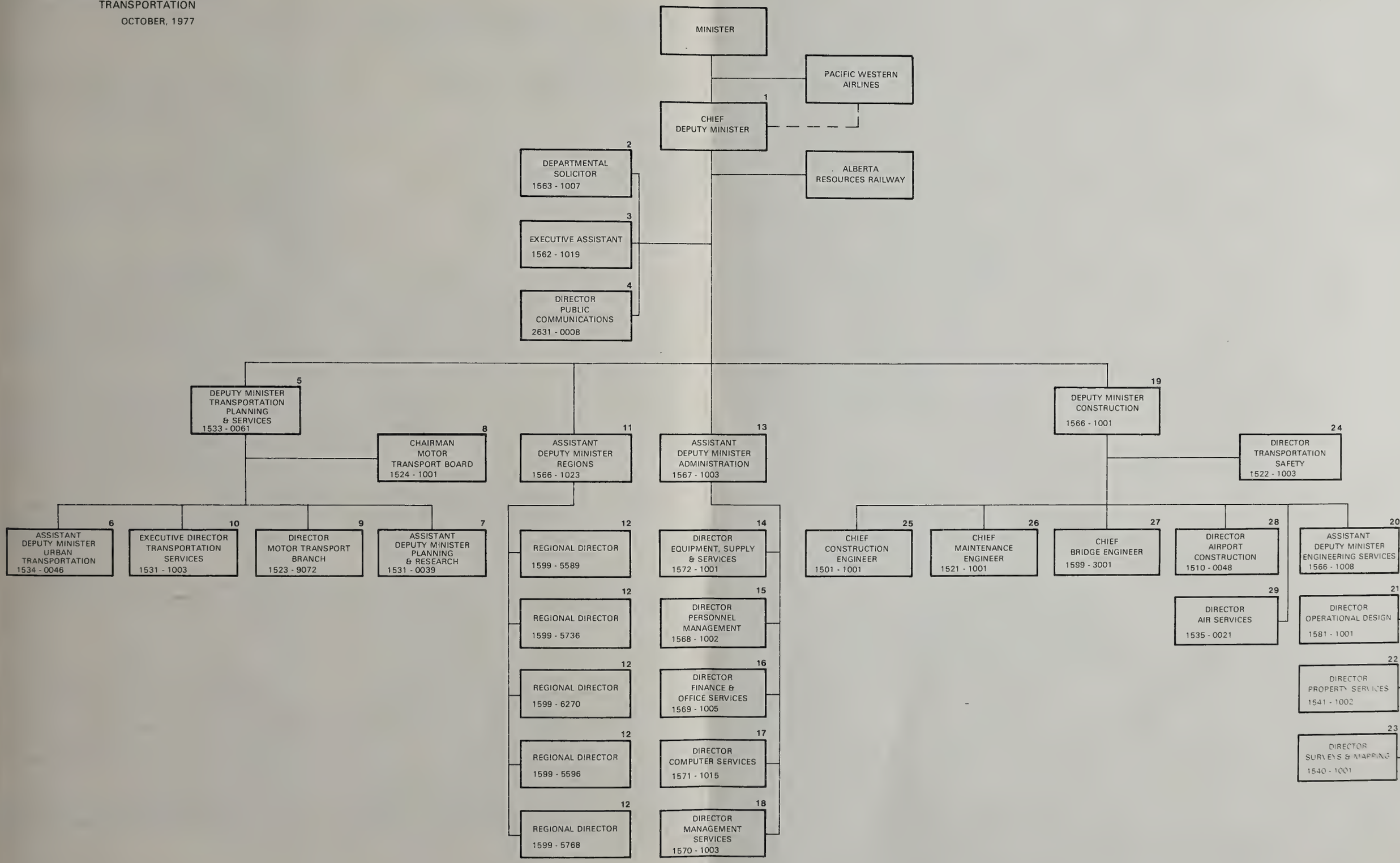
28 DIRECTOR, AIRPORT CONSTRUCTION – Directs the development of plans for the construction and operation of provincial airports and airstrips.

29 DIRECTOR, AIR SERVICES – Provides information on air operational requirements, demand forecasts, air fare rate data, and regulatory requirements in support of developing air systems and policies to service the air industry and other aviation users.

Alberta

TRANSPORTATION

OCTOBER, 1977



1 DEPUTY PROVINCIAL TREASURER – In addition to managing and administering Alberta Treasury, the Deputy Provincial Treasurer serves on the following committees and boards:

CABINET COMMITTEES

Committee on Priorities, Finance and Co-ordination
Management Policy Committee

BOARDS

Alberta Government Telephones Commission
Alberta Home Mortgage Corporation
Alberta Housing Corporation
Alberta Municipal Financing Corporation
Alberta Resources Railway Corporation
Academic Pension Plan Trustees

COMMITTEES

Health Sciences Centre Implementation Committee

2 SUPERINTENDENT, ALBERTA TREASURY BRANCHES – Operates a system of branches and agencies throughout the province to accept moneys on deposit from the public; loan moneys to persons and firms; provide safekeeping facilities to the public; act as agent of the government for the issuance of various licences, collection of fees, etc. and earn a profit on operations for the benefit of all Albertans.

3 CONTROLLER – Responsible for the developing administrative and financial procedures for the control of government revenue and expenditure and for planning the transfer of responsibility for provincial payment and accounting systems from the Provincial Auditor to Treasury.

4 EXECUTIVE DIRECTOR, FINANCIAL PLANNING – Provides co-ordination and integration of Treasury functions respecting the Alberta Heritage Savings Trust Fund, and provides a focal point for identifying, defining, and solving financial planning and policy problems and concerns. Assists the Deputy in his role as a member of various committees, boards, etc.

5 ASSISTANT DEPUTY PROVINCIAL TREASURER, BUDGET AND MANAGEMENT – Responsible for the overall direction of Administrative Policy, the Budget Bureau and Bureau of Statistics.

6 DIRECTOR, ADMINISTRATIVE POLICY – Identifies problems and recommends improvements in government-wide administrative procedures and practices.

7 DIRECTOR, BUDGET BUREAU – Reviews and analyses departmental and agency expenditure proposals; prepares and co-ordinates annual budget estimates of departments and agencies; prepares recommendations on financial resource allocation; monitors changes in budget plans during the fiscal year and develops budgetary procedures.

8 DIRECTOR, BUREAU OF STATISTICS – Provides statistical information on economic and social conditions in the province; collaborates with departments in the publication of related departmental statistical information, and promotes and co-ordinates plans for the collection and integration of statistics pertaining to Alberta.

9 EXECUTIVE DIRECTOR, LEGAL AND INSURANCE – Responsible for the overall direction of Legal Services and Insurance and Risk Management.

10 LEGAL SERVICES – Provides legal-financial analysis and advice on financial and tax legislation; administers payments under The Utility Companies Income Tax Rebates Act, The Estate Tax Rebates Reciprocal Arrangements Act, and attaches wages and salaries of government employees, pursuant to the Civil Service Garnishee Act, and federal statutes.

11 DIRECTOR, INSURANCE AND RISK MANAGEMENT – Administers and co-ordinates the Insurance and Risk Management program including analysis of risk, negotiation for insurance coverage, management of government self-insured exposure, compilation of loss statistics, analysis of insurance losses and establishing a "Loss Prevention" program on a government-wide basis.

12 DIRECTOR, ADMINISTRATIVE SERVICES – Manages departmental accounting, budgeting, computer systems, personnel, libraries and other related services for Alberta Treasury; implements departmental administrative policies and procedures; maintains a registry for direct and guaranteed debenture debt of the province; administers the interest payments on debentures and maintains custody of government securities and of securities placed in trust with the government.

13 DIRECTOR, FISCAL AND ECONOMIC ANALYSIS – Identifies and analyses the major factors affecting the fiscal position of the government and develops fiscal policy to meet the government's objectives; integrates the planning and preparation of the annual Provincial Budget (excepting the Estimates of Expenditure); reviews and analyses current and prospective economic conditions in Alberta and Canada and provides analyses and recommendations on provincial-municipal fiscal relationships.

14 DIRECTOR, TAX POLICY – Provides analysis and develops tax measures to meet specific objectives including measures related to the natural resource industries and provides analyses and recommendations on federal-provincial financial arrangements.

15 ASSISTANT DEPUTY PROVINCIAL TREASURER, FINANCE MANAGEMENT – Responsible for the overall direction of Finance - Investments, Finance - Operations, Fuel Oil and Tobacco Tax, and management of the Alberta Municipal Financing Corporation.

16 DIRECTOR, FINANCE - OPERATIONS – Manages banking operations of government; cash flow projection and analysis and control of the cash budget of government; capital advances to departments and agencies of government; corporate control of specified Crown corporations, and provides accounting services related to government-guaranteed loan programs.

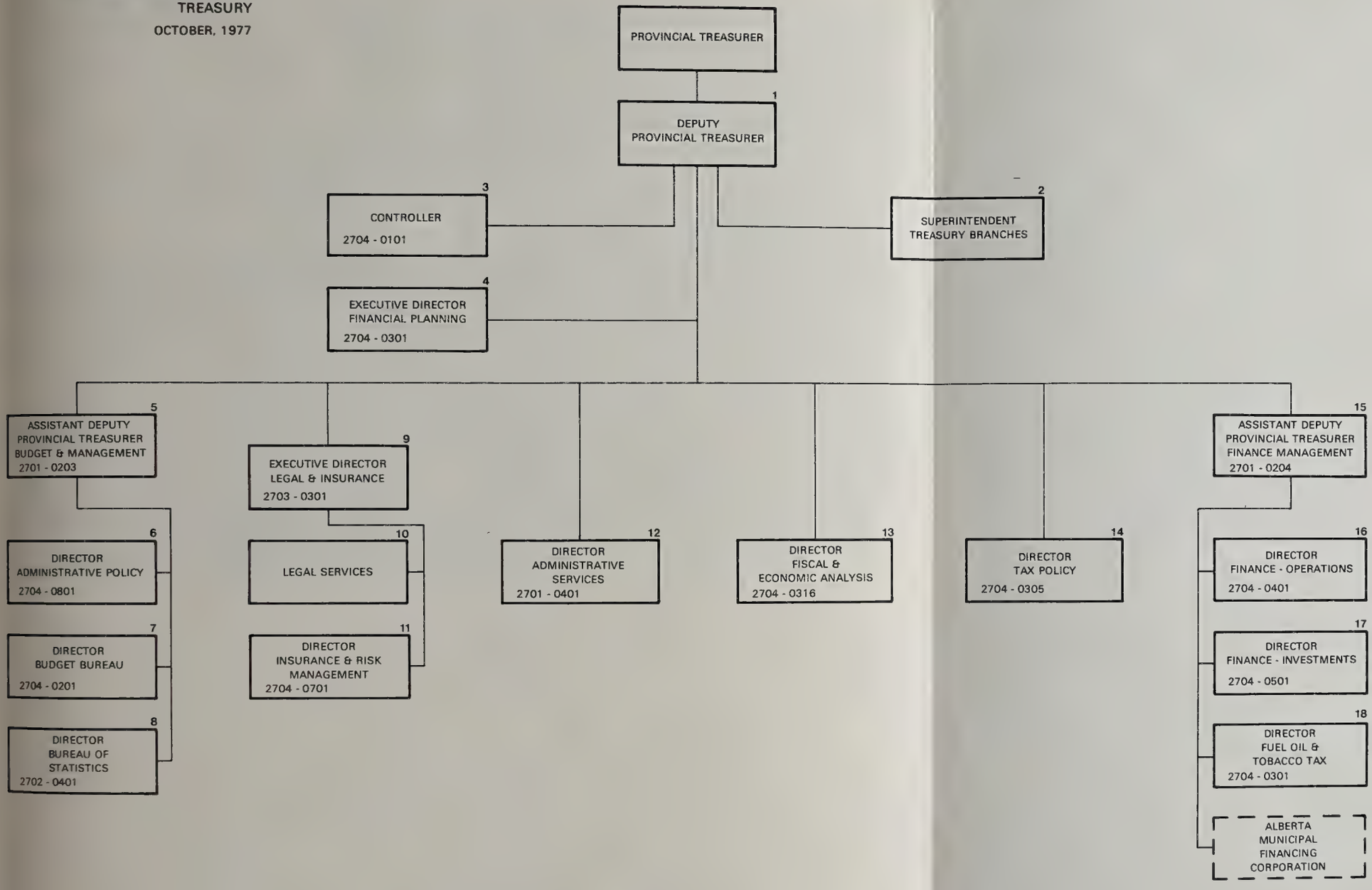
17 DIRECTOR, FINANCE - INVESTMENTS – Manages government and specified agencies investment portfolios; cash investment and money market operations.

18 DIRECTOR, FUEL OIL AND TOBACCO TAX – Collects the Alberta tax on fuel oil and tobacco; audits records of the collectors of tax; administers the Alberta Farm Fuel Distribution Allowance program.

Alberta

TREASURY

OCTOBER, 1977



DEPARTMENT OF UTILITIES AND TELEPHONES

FUNCTIONAL STATEMENTS – OCTOBER, 1977

1 DEPUTY MINISTER – Directs and co-ordinates departmental activities; plans and develops programs related to utility development; recommends policy and legislative changes. Member of AGT Commission.

2 GENERAL MANAGER, ALBERTA GOVERNMENT TELEPHONES – Responsible for planning, organizing, directing, co-ordinating and controlling activities of the corporation; as a memeber of the AGT Commission, contributes to the optimum management of its human, physical and financial resources.

3 ASSISTANT DEPUTY MINISTER – Directs and plans the activities of the Natural Gas Distribution Division, Gas Alberta Division, and Natural Gas Rebates Division. Recommends policy and legislative changes. Acts in the absence of the department's Deputy Minister.

4 COMMUNICATIONS ADVISOR – Advises the Deputy Minister regarding provincial communications policies, and the impact of communications policies now in effect or contemplated in other jurisdictions.

5 MANAGER, PERSONNEL AND ACCOUNTS – Provides financial, personnel and administrative services to the department.

6 AUDITOR – Carries out audits in respect to natural gas distribution co-operatives and rural electric associations. Conducts final audits with respect to government grants for construction of natural gas distribution systems.

7 DIRECTOR, ELECTRIC DIVISION – Responsible for implementing government policies and programs in the electric utility field.

8 MANAGER, RURAL ELECTRIC SECTION – Implements government policies for electric power development in rural areas; maintains continuing surveillance of the operations of rural electrification associations and co-ordinates their activities with the electric power utilities.

9 DIRECTOR, GAS DISTRIBUTION DIVISION – Responsible for implementing government policies and programs in the gas utility field which includes the Rural Gas Program.

10 DIRECTOR, REBATES DIVISION – Administers the Natural Gas Rebates Act which shields Alberta consumers from escalating prices of natural gas.

11 DIRECTOR, GAS ALBERTA – Responsible for the administration and implementation of all activities relating to Gas Alberta.

12 MANAGER, RURAL GAS SECTION – Implements government policies for natural gas development in rural areas, maintains continuing surveillance of the design and construction of rural gas utilities, and co-ordinates their activities with the gas utility companies.

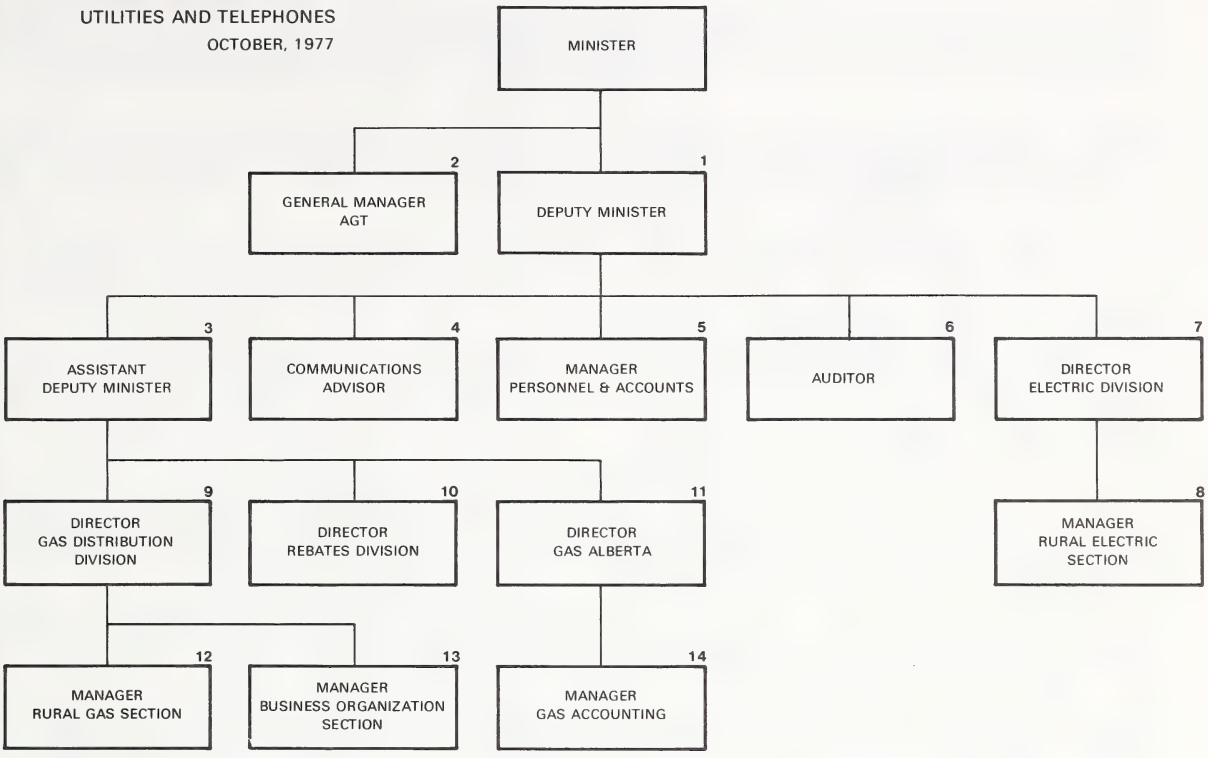
13 MANAGER, BUSINESS ORGANIZATION SECTION – Plans and supervises program of analytical studies of the adequacy of deposit reserve accounts for gas co-operatives; co-ordinates franchise area boundaries for the Rural Gas Program; provides accounting and business advisory services to utility co-ops.

14 MANAGER, GAS ACCOUNTING – Administers computerized billing services for rural gas distributors and invoicing of distributors for the wholesale purchase of natural gas.

Alberta

UTILITIES AND TELEPHONES

OCTOBER, 1977



FUNCTIONAL STATEMENTS – OCTOBER, 1977

1 CHAIRMAN/EXECUTIVE DIRECTOR – Advises the Minister on matters relating to commission operations. Recommends policy to the board and executes approved policy as the senior officer of the commission.

2 ASSISTANT EXECUTIVE DIRECTOR – Responsible for directing and co-ordinating all program services offered by the commission throughout the province. Responsible for the total commission function in the absence of the Chairman/Executive Director.

3 DIRECTOR, REGIONAL SERVICES – Responsible for planning and directing the commission's regional programs.

4 DIRECTOR, INSTITUTIONS AND FUNDED AGENCIES – Responsible for planning and directing the commission's institutions. Responsible for relationships with funded programs.

5 REGIONAL DIRECTORS – Administer commission services at a specified geographic area of the province. Carry out commission policies and keep residents informed of services available. Co-operate with other agencies providing addiction services.

6 INSTITUTION DIRECTORS – Administer services in a commission institution. Carry out commission policies regarding in-patient treatment. Co-operate with other agencies providing addiction services.

7 DIRECTOR OF FUNDED AGENCIES – Responsible for assessing proposals for funding, negotiating contracts, monitoring funded agency programs and other general liaison activities.

8 DIRECTOR OF PROGRAM DEVELOPMENT – Responsible for appraising policies, programs; acts as a policy formulation resource to line managers.

9 MANAGER OF TRAINING AND STAFF DEVELOPMENT – Develops and administers training programs to provide learning and developmental opportunities for all staff members of the commission.

10 LIBRARIAN – Aims at achieving an effective and efficient library service, primarily to assist commission staff in their positions and to respond to requests from the general public for specialized information.

11 MANAGEMENT/ADMINISTRATIVE SERVICES CONSULTANT – Acts as a consultant to all managers on appropriate design and methods of implementation of administrative systems and procedures.

12 DIRECTOR, PERSONNEL – Responsible for providing personnel services to the program and support areas within the commission. Acts as consultant to the directors on employee relations matters.

13 DIRECTOR OF FINANCE AND ADMINISTRATION – Provides complete range of accounting and procurement services to the commission, including the processing of all revenue and expenditure accounts, auditing and program budgeting. Serves as a consultant to all regional directors on financial matters.

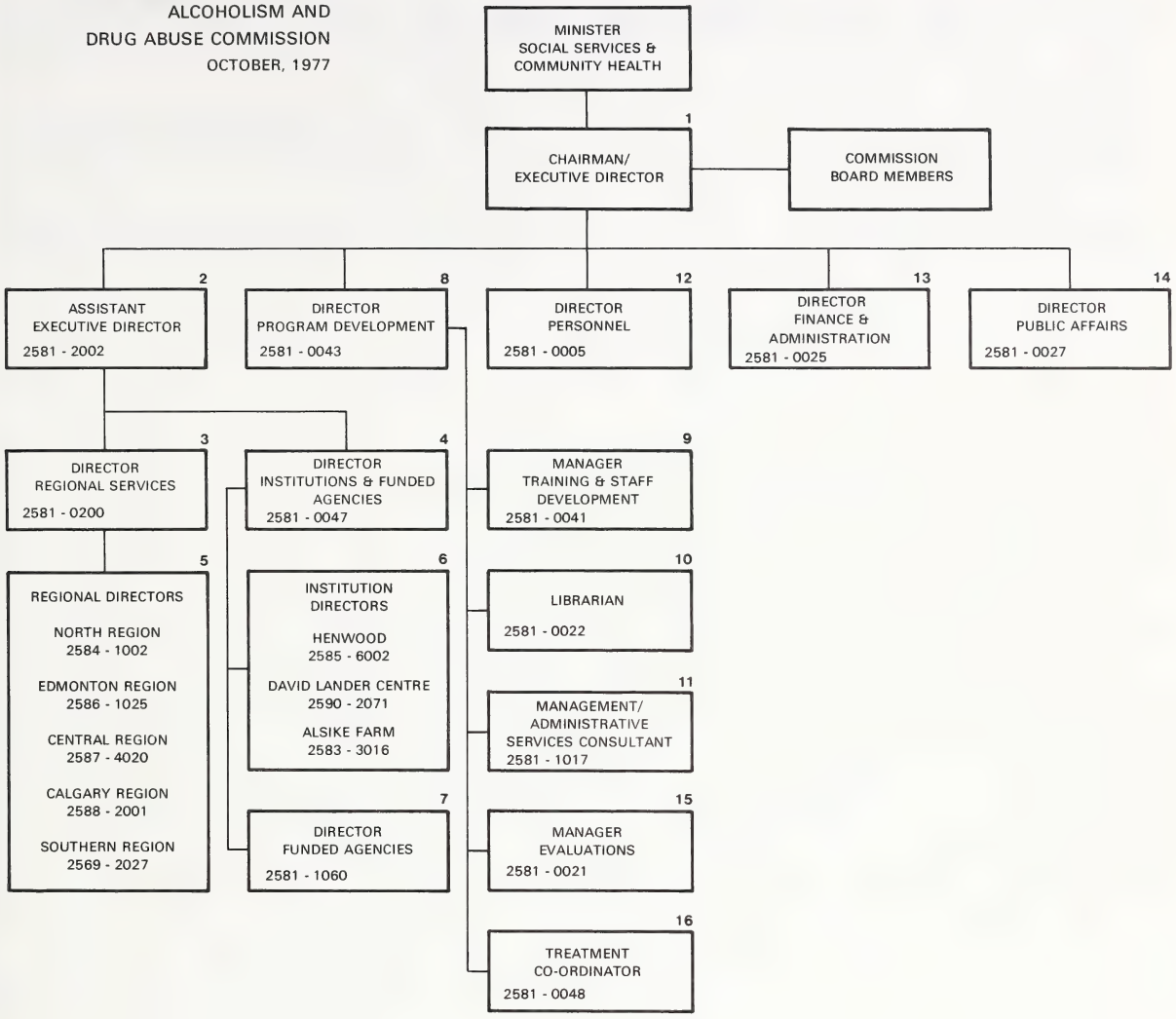
14 DIRECTOR OF PUBLIC AFFAIRS – Responsible for recommending communications and public affairs policies and setting of communications standards. Acts as consultant to commission personnel on communications and public affairs matters.

15 MANAGER, EVALUATIONS – Responsible for monitoring program functioning through design and implementation of program evaluation studies and information systems in close consultation with program staff.

16 TREATMENT CO-ORDINATOR – Responsible for co-ordinating treatment programs and providing resources and expertise to maximize the effectiveness of existing treatment programs.

Alberta

ALCOHOLISM AND
DRUG ABUSE COMMISSION
OCTOBER, 1977



ALBERTA ASSESSMENT APPEAL BOARD

FUNCTIONAL STATEMENTS – OCTOBER, 1977

BOARD – Alberta Assessment Appeal Board's purpose is to hear appeals and rule on assessment decisions made by the following assessment authorities:

a) Court of Revisions

b) Chief Provincial Assessor

c) Alberta Assessment Commissioner

d) Court of Revision of Irrigation Districts

e) Assessment Equalization Board

1 CHAIRMAN – Chairs board hearings, signs all board rulings; together with the board, handles correspondence, establishes hearing schedules, writes board judgments; administers the office of the board.

2 SECRETARY - MEMBER – Acts as chairman of the second board when sitting; acknowledges receipt of appeals; together with the board, handles correspondence, establishes hearing schedules, writes board judgments.

3 MEMBERS – Together with the board, handle correspondence, assist in establishing hearing schedules, write board judgments.

Alberta

ASSESSMENT APPEAL BOARD

OCTOBER, 1977

ALBERTA ASSESSMENT APPEAL BOARD	
CHAIRMAN	1
SECRETARY - MEMBER	2
MEMBERS	3

1 CHAIRMAN – Responsible for entitlements, rights and privileges available to public and organizations as set out in the Alberta Labour Act. Directs the board through its decision-making process. Responsible for all policy, practice, and application of board matters. Advises management, unions, and government in matters of labour relations.

2 SOLICITOR – Legal advisor to the board as well as represents the board before the courts on matters to which the board is a party.

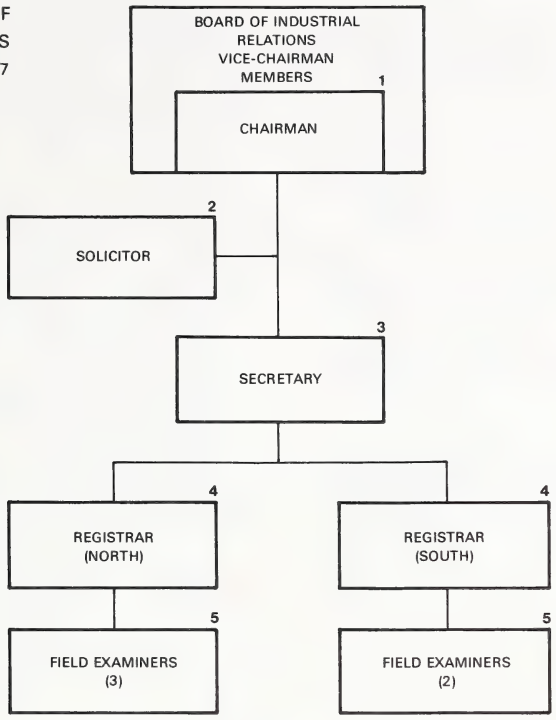
3 SECRETARY – Administers the staff of the board; liaises with the public, organized labour and industry regarding the board's activities and policies; provides assistance to the board activities and policies; provides assistance to board members, the government and other jurisdictions, in matters relating to the board. Responsible for processing of applications brought before the board.

4 REGISTRARS (2) – Supervises the assembling of information for applications before the board; process applications and orders of the board; assist the board in its deliberations; administer a staff of examiners.

5 FIELD EXAMINERS (5) – Investigate the merits of applications before the board and report findings; investigate complaints alleging unfair labour practices and explain board policy to affected parties; take statements under oath, conduct votes directed by the board, serve summonses, orders and subpoenas, and affect settlements within policy and practice of board respecting application of the Act.

Alberta

BOARD OF
INDUSTRIAL RELATIONS
OCTOBER, 1977



ALBERTA DISASTER SERVICES AGENCY

FUNCTIONAL STATEMENTS – OCTOBER, 1977

1 EXECUTIVE DIRECTOR – Responsible, under The Disaster Services Act, for the development and implementation of a provincial program of preparedness for, and response to, emergencies and disasters, involving government departments and agencies, municipalities and the public.

2 SPECIAL PROJECTS OFFICER – Responsible to the Executive Director for special information searches and preparation of case abstracts, post-event analyses of emergency operations and reviews of existing or proposed emergency programs.

3 PUBLIC AFFAIRS OFFICER – Responsible for the development, implementation and management of the Disaster Services Public Information program for Alberta.

4 PROGRAM CO-ORDINATOR – Responsible to the Executive Director for the implementation of program policy, and for the day-to-day management of the Disaster Services program, through four divisions.

5 PROGRAM EVALUATION OFFICER – Responsible for the development of statistical and management information systems to facilitate evaluation of departmental policies and programs; conducts analyses of program functions, prepares reports and recommendations.

6 DIRECTOR OF EMERGENCY PLANNING AND OPERATIONS – Responsible for co-ordinating and managing the preparation of emergency operations plans (peace and war) for the Alberta government, provincial departments and municipal authorities, including the operational maintenance of an Alberta Government Emergency Response Centre, and a Mobile Emergency Operations Centre.

7 DIRECTOR OF TRAINING – Responsible for developing, organizing and directing the training and related exercises required by the Alberta Disaster Services program, including the operation of a central training facility.

8 DIRECTOR OF FIELD SERVICES – Responsible for the delivery of the Alberta Disaster Services program to municipalities in Alberta, through seven district offices.

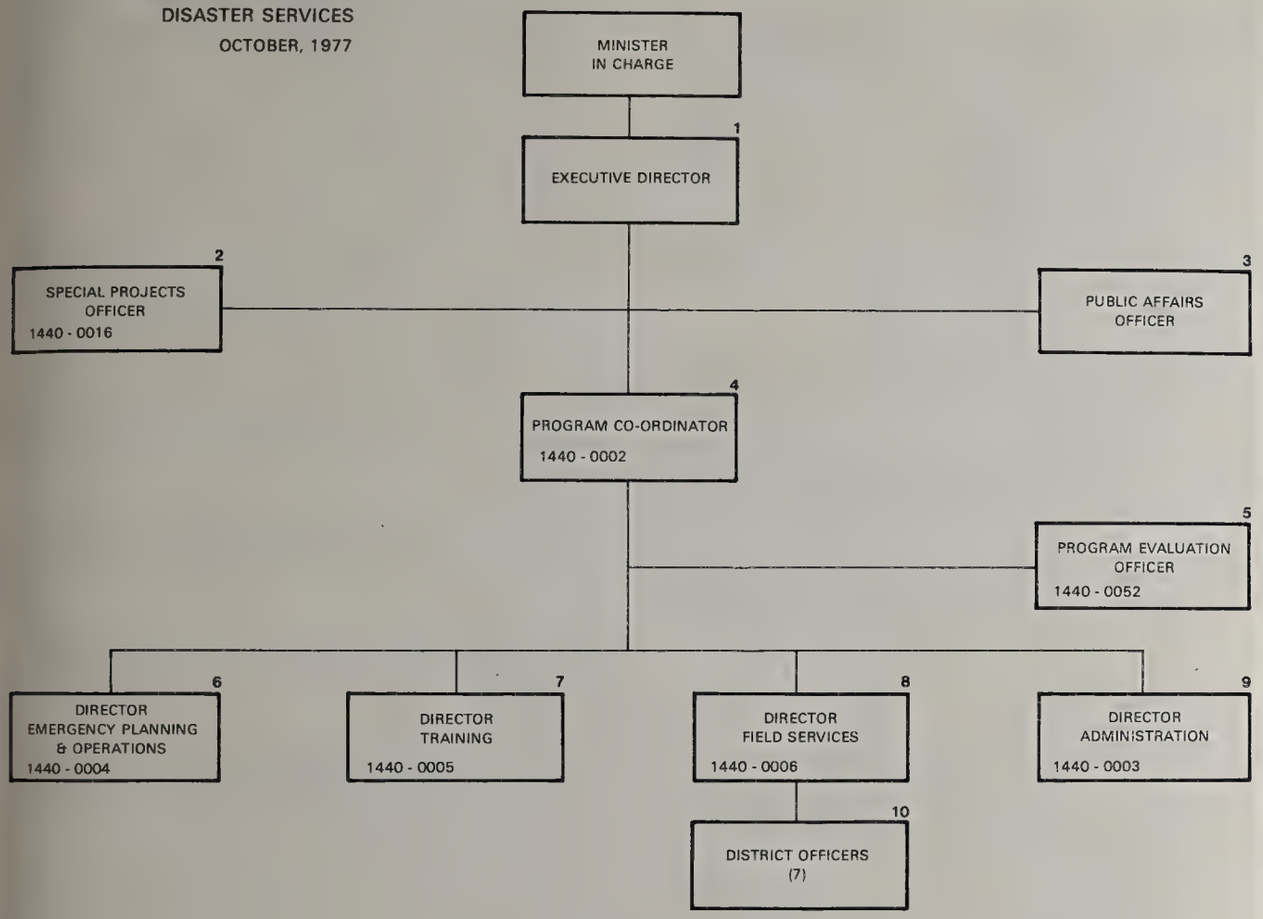
9 DIRECTOR OF ADMINISTRATION – Responsible for providing and managing financial, personnel and general administrative support services for the department, including grants to municipalities, intergovernmental cost-sharing programs and disaster compensation programs.

10 DISTRICT OFFICERS (7) – Maintain liaison with municipalities, to develop a preparedness program that will improve the emergency response capability at local level.

Alberta

DISASTER SERVICES

OCTOBER, 1977



1 THE BOARD – Established by the Energy Resources Conservation Act. Issues regulations and orders pertaining to the oil and gas industry, the pipeline industry, and other matters which come within its jurisdiction; conducts inspections, studies, investigations, hearings; prepares reports, collects, summarizes, evaluates and publishes data; assesses and taxes oil and gas properties.

2 TECHNICAL ASSISTANT TO CHAIRMAN – Assists the Chairman with a variety of technical and administrative matters.

3 BOARD SOLICITOR – Provides legal advice and assistance to the board; also acts as chairman of an Applications Advisory Group which advises the board on routine applications.

4 STAFF ENGINEER – Responsible for a number of board publications, serves as acting board member on appointment and acts as a consultant to oil and gas field inspection programs.

5 MANAGER, DATA PROCESSING DEPARTMENT – Responsible for the administration of departmental functions, including systems planning and design, program development, and staff training related to data processing.

6 ASSISTANT MANAGER, DATA PROCESSING DEPARTMENT – Assists the manager in administering the department; responsible for the programming and systems sections.

7 SUPERVISOR, MAINTENANCE PROGRAMMING – Supervises maintenance programming groups.

8 SUPERVISOR, DEVELOPMENT PROGRAMMING – Supervises development programming groups.

9 MANAGER, ADMINISTRATIVE AND FINANCIAL SERVICES – Administers, co-ordinates and controls the operations of the department which is concerned with all aspects of board administration including accounting, office services and assessment and taxation.

10 ASSISTANT MANAGER, ACCOUNTING – Responsible for the administration of financial accounting, production and well records, statistics and purchasing operations.

11 ASSISTANT MANAGER, ADMINISTRATIVE SERVICES – Responsible for the administration of printing operations, word processing, drafting, library, information services, department systems and procedures.

12 ASSISTANT MANAGER, ASSESSMENT – Responsible for the development of assessment procedures, the preparation of any assessment and taxation under the board's responsibility and under the Freehold Mineral Taxation Act for Energy and Natural Resources.

17 MANAGER, ECONOMICS DEPARTMENT – Administers and co-ordinates economic analysis and evaluation, the compilation of statistics and the preparation of forecasts for population projection and demand and supply of oil, gas, coal and electric energy. Prepares the monthly oil proration order.

18 MANAGER, EMPLOYEE RELATIONS DEPARTMENT – Responsible for recruitment, employee relations, including the administration and review of personnel policies, salaries, benefits and working conditions and educational assistance plan.

19 MANAGER, DEVELOPMENT DEPARTMENT – Responsible for developing and enforcing policy and regulations regarding drilling, completion, production and abandonment of wells, construction and operation of pipelines, and pollution abatement in field operations and gas processing.

20 ASSISTANT MANAGER, DRILLING AND PRODUCTION – Co-ordinates the drilling and production section in ensuring the proper location of wells, and in specifying requirements for the casing, cementing, completion and abandoning of oil, gas and service wells, and to reduce the possibility of loss of control while drilling.

21 ASSISTANT MANAGER, FIELD OPERATIONS – Responsible for ensuring that drilling, producing, and pipeline activities are operating safely, that measurement of oil, gas and water production and injection is accurate and that pollution is controlled in all aspects of gas processing and field operations.

22 ASSISTANT MANAGER, ENVIRONMENTAL PROTECTION – Responsible for developing and administering environment protection and regulations; acts as a liaison on environmental matters between the board and other parties.

23 MANAGER, GEOLOGY DEPARTMENT – Administers, co-ordinates and controls the operations of the department, which includes all aspects of geological work, drafting and the operation of the core storage centre.

24 STAFF GEOLOGIST (CHIEF GEOLOGIST, DEPARTMENT OF ENERGY AND NATURAL RESOURCES) – Acts as a liaison to the Department of Energy and Natural Resources for the board. Work done for Energy and Natural Resources includes processing petroleum and natural gas reports, preparing zone designations, providing advice on applications for gas leases and rental reduction, and reserve evaluation on undisposed Crown lands in the oil sands deposits.

25 ASSISTANT MANAGER, GEOLOGY DEPARTMENT – Assists the manager in the administration of the department; co-ordinates the core storage centre, the drafting section, and the district geologists.

26 SUPERVISOR, CORE STORAGE CENTRE – Responsible for the operation of the core storage centre, including receiving, examining, cataloguing and storing cores, examining drilling records and filling core slabbing orders.

27 DISTRICT GEOLOGISTS – Perform geological functions for the board from the field. Comprise three district groups and one group specializing in special projects and studies.

28 MANAGER, GAS DEPARTMENT – Administers the department, including determining the reserves and deliverability of gas, natural gas liquids and sulphur, and regulating the processing of gas; assists the board in matters related to industrial development permits, and gas and propane removal from the province.

29 ASSISTANT MANAGER, GAS DEPARTMENT – Assists the manager in the direction of the department, with emphasis on day-to-day operations and decisions within board policy. Responsible for staff work related to resource allocation.

30 SENIOR ENGINEERING ADVISOR, GAS DEPARTMENT – Provides technical assistance to the Department of Energy and Natural Resources with regard to oil and gas royalties, lease sales, and freehold mineral taxation.

31 MANAGER, OIL DEPARTMENT – Co-ordinates and administers the department which is concerned with conservation, correlative rights, and documentation of basic information respecting crude oil production operations.

32 ASSISTANT MANAGER, RESERVES SECTION – Administers the evaluation and administration of oil well allowables, oil reserves, maximum rate limitations, concurrent production, oil well drilling spacing units, petrophysics and reservoir fluid properties.

33 ASSISTANT MANAGER, SPECIAL STUDIES – Provides a service function to the other section of the Oil Department and the board, involving reservoir simulation, forecasts of oil productive capacity, and other studies.

34 ASSISTANT MANAGER, PROJECTS SECTION – Responsible for evaluation and administration of new enhanced recovery schemes, surveillance of enhanced recovery operations in conventional crude oil pools and transient well flow studies.

35 MANAGER, COAL DEPARTMENT – Administers, co-ordinates and controls the department, which is concerned with the conservation of coal resources and with the safety and environmental impact of coal mining and quarrying operations.

36 RESOURCE APPRAISAL SECTION – Responsible for the major continuing program of coal resource appraisal, and the geological evaluation of applications of coal mine development.

37 ENGINEERING SECTION – Responsible for the engineering evaluation of applications for the development, operation or abandonment of coal mines, and the maintenance of files, records, and plans.

38 INSPECTION SECTION – Responsible for the inspection of coal mining operations and quarries, the examination and certification of coal mine and quarry personnel, and the assessment of applications in terms of safety.

39 MANAGER, HYDRO AND ELECTRIC DEPARTMENT – Administers the department operations to ensure the efficient and economic development in the public interest of the electric utility industry in Alberta.

40 SENIOR ENGINEER, ELECTRIC SYSTEMS – Responsible for electric system studies, statistics and data; and for a continuing review of the development and operation of the Alberta interconnected electric system.

41 SENIOR ENGINEER, HYDRO PROJECTS – Responsible for hydro project studies and data; including the hydro site inventory for Alberta; and for evaluation of hydro project proposals and operation.

42 SENIOR ENGINEER, THERMAL PROJECTS – Responsible for thermal project studies and data, including operation of existing thermal power plants; for evaluation of thermal project proposals; and, with the senior technician, for the day-to-day activities of the Applications Section.

43 SENIOR TECHNICIAN, APPLICATIONS SECTION – Responsible for the handling and processing of enquiries and applications, and for field inspections of electrical facilities.

44 MANAGER, PIPELINE DEPARTMENT – Administers the department, which is concerned with the economic, orderly, and efficient development in the public interest of pipeline facilities in Alberta, and the environmental impact of pipeline construction and operation.

45 SENIOR PROJECTS ENGINEER – Responsible for the technical evaluation of new pipeline proposals, provides technical advice to other sections and conducts special studies regarding pipeline construction and operation.

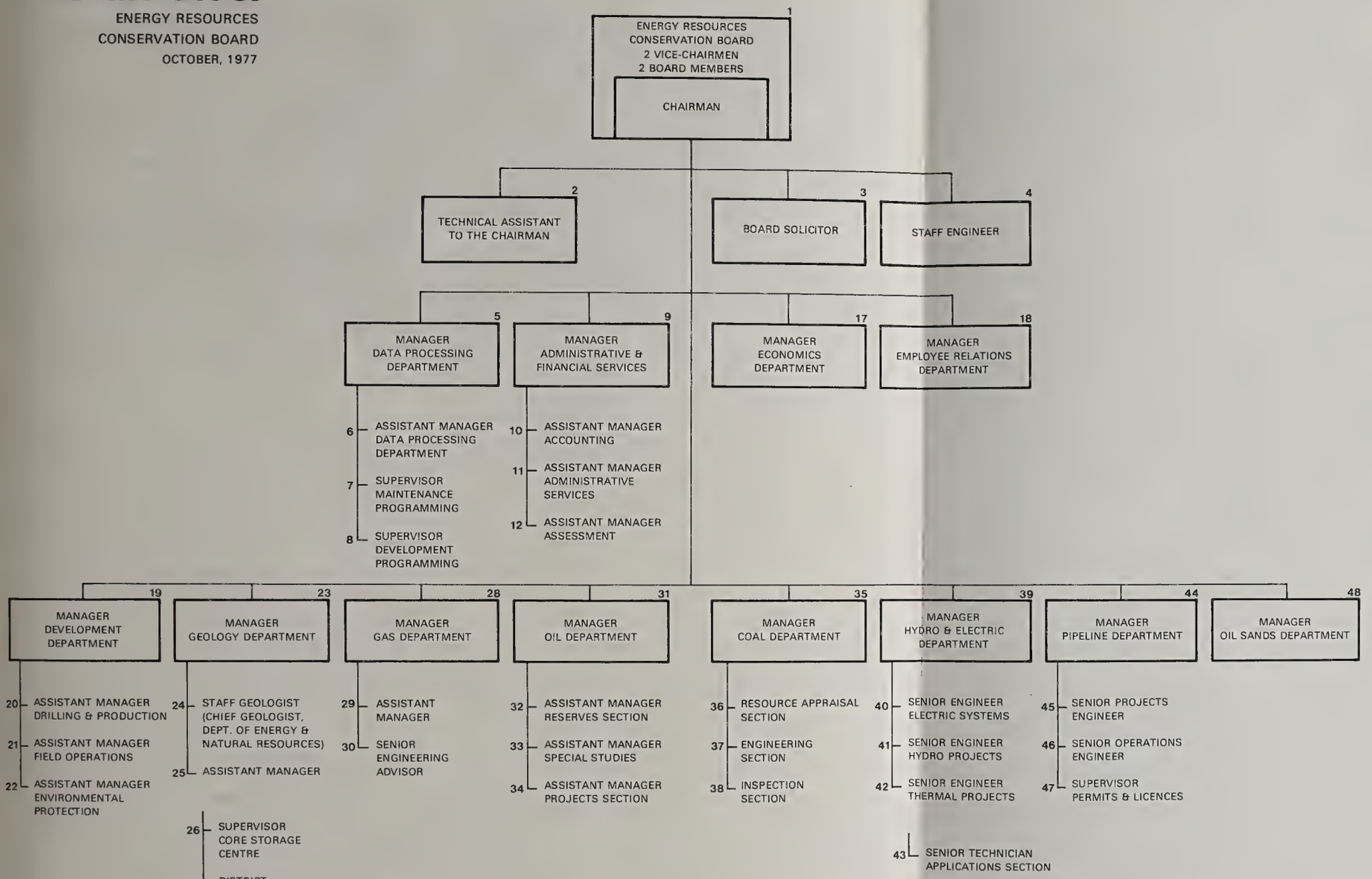
46 SENIOR OPERATIONS ENGINEER – Responsible for liaison with and advice to other board departments, industry and departments of government with respect to construction and operation of pipeline facilities.

47 SUPERVISOR, PERMITS AND LICENCES – Responsible for the assessment of applications for pipeline permits and licences, issuing the permits and licences, and maintaining the pipeline record system.

48 MANAGER, OIL SANDS DEPARTMENT – Responsible for the administration of the department and its co-ordination with other departments of the board.

Alberta

ENERGY RESOURCES
CONSERVATION BOARD
OCTOBER, 1977



ENVIRONMENT CONSERVATION AUTHORITY

FUNCTIONAL STATEMENTS – OCTOBER, 1977

1 CHAIRMAN – Chairman and member of the Authority, acts as the chief executive officer and responsible with his colleagues for the reports and recommendations of the Authority which are advisory to the Minister of the Environment and the Lieutenant Governor in Council.

2 CORPORATE SECRETARY – Secretary to the Authority; co-ordinates and supervises the administrative systems, financial, budgetary, accounting and personnel functions.

3 EXECUTIVE DIRECTOR – Directs and responsible for the activities of the Authority's scientific and technical support staff and hired consultants, distribution of information, and management of the Authority's projects.

4 PUBLIC ADVISORY COMMITTEE SECRETARIAT – Responsible to the Authority for the functioning of a secretariat for the Public Advisory Committees on the Environment.

5 COMMUNICATIONS OFFICER – Responsible for public relations, publicity and advertising, information centres and management and distribution of Authority publications.

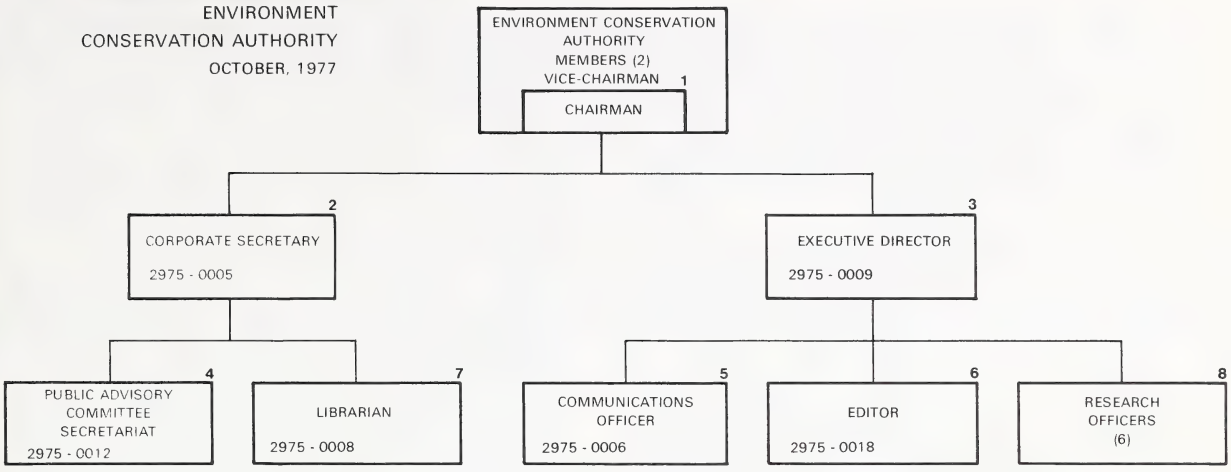
6 EDITOR – Responsible for editing, proofreading, rewriting, standardizing, developing procedures and general pre-publication services of the Authority's publications.

7 LIBRARIAN – Responsible for the Authority's library and information systems.

8 RESEARCH OFFICERS (6) – Responsible for the assembly and preparation of scientific and technical background material for the Authority's projects, for information processing and the preparation of reports.

Alberta

ENVIRONMENT
CONSERVATION AUTHORITY
OCTOBER, 1977



THE ALBERTA GOVERNMENT TELEPHONES COMMISSION

FUNCTIONAL STATEMENTS – OCTOBER, 1977

1 PRESIDENT – Responsible for organizing, directing and controlling all AGT corporate planning and development, operations, engineering and construction, finance, administration and customer and employee relations. Presides at all Executive Officers Committee meetings and at commission meetings in the absence of the Minister of Utilities and Telephones. Reports progress to and maintains contact with the Minister and the Cabinet. Directs and administers the public and employee information activities.

2 VICE-PRESIDENT, OPERATIONS – Directs and administers all commercial, traffic, plant and business communications operations. Responsible for developing and implementing policies and procedures that ensure effective provision of service to AGT customers.

3 VICE-PRESIDENT, CORPORATE PLANNING AND DEVELOPMENT – Directs and administers corporate planning and development, systems and methods, and intercarrier and regulatory affairs activities. Develops and initiates requests for change or establishment of company policies based on technological, economic, sociological and political trends and developments in AGT's environment.

4 VICE-PRESIDENT, ENGINEERING AND CONSTRUCTION – Directs and administers the engineering design, applications, installation and construction of all AGT buildings, central office and outside plant equipment, based on capital expenditure proposals for forecasted facility requirements.

5 VICE-PRESIDENT, FINANCE – Directs and administers financial activities including accounting, treasury, and internal audits.

6 VICE-PRESIDENT, ADMINISTRATION– Directs and administers legal and security activities. Also directs the investment policies of the AGT Pension Fund. Chairman of the AGT Pension Fund.

7 VICE-PRESIDENT, CUSTOMER AND EMPLOYEE RELATIONS – Directs and administers policy guidance to the Public Relations, Customer Relations and Personnel departments, and co-ordinates good customer relations throughout the company.

8 GENERAL OPERATIONS SERVICES MANAGER – Responsible for managing the building, vehicle, supply and purchasing functions, and for providing advice and assistance to the operations line management in the development, introduction and implementation of new policies, procedures, and techniques for improvement of service and maintenance of equipment.

9 GENERAL OPERATIONS MANAGER (NORTH DIVISION) – Responsible for managing the district traffic, commercial and plant line staff within the North Division.

10 GENERAL OPERATIONS MANAGER (SOUTH DIVISION) – Responsible for managing the division and district plant, commercial and traffic line staff within the South Division.

11 GENERAL BUSINESS COMMUNICATIONS MANAGER – Responsible for managing the marketing, installation, operation and maintenance of telecommunications services that are separate and distinct from straight telephone facilities.

12 GENERAL SYSTEMS AND METHODS MANAGER – Responsible for managing the multi-discipline staff responsible for systems development (customer services; administration & finance; network services) systems integration, systems operations.

13 GENERAL CORPORATE PLANS MANAGER – Responsible for managing the staff involved in statistics and economic analysis as well as providing senior management with descriptive data characterizing the future technological social, physical and political environment for AGT.

14 GENERAL CORPORATE DEVELOPMENT MANAGER – Responsible for managing the staff and general engineers responsible for supervising the establishment of rates and tariffs, depreciation and cost, corporate technical planning and market research planning and development.

15 GENERAL INTERCARRIER AND REGULATORY AFFAIRS MANAGER – Responsible for managing the staff and general supervisors whose prime responsibilities are the administration, initiation, direction, control of negotiations and co-ordination of policies and activities pertaining to intercarrier affairs; the interpretation and application of interchange settlement procedures; co-ordination and liaison with federal and provincial governments on telecommunication policy matters.

16 GENERAL STAFF ENGINEER – Directs the engineering staff responsible for all methods, standards and administration related to the Engineering and Construction Vice-Presidency.

17 CHIEF ENGINEER – Directs engineering staff involved in planning, designing, construction, acceptance and maintenance.

18 GENERAL OUTSIDE PLANT ENGINEERING AND CONSTRUCTION MANAGER – Responsible for managing the preparation of engineering specifications for exchange, toll and outside plant, as well as their construction, re-arrangement and removal.

19 GENERAL EQUIPMENT APPLICATIONS ENGINEERING AND INSTALLATION MANAGER – Responsible for managing the preparation of detailed specifications as well as the installation of central office and customer services equipment.

20 COMPTROLLER – Manages the staff responsible for accounting, methods, administration and preparation of financial and other reports, and processing of all expenditures; directs the development, implementation and maintenance of accounting and commission practices and procedures.

21 TREASURER AND INTERNAL AUDITS MANAGER – Responsible for the financial transactions of the commission's funds and for managing the continuous development of the audit function as well as the current internal audit program.

22 GENERAL COUNSEL – Responsible for the determination, recommendation, dissemination, and representation of all legal matters relating to the commission. Also responsible for managing and administering real estate purchases, sales and leases. Investigates, assesses and negotiates recovery of claims made on behalf of AGT.

23 GENERAL SECURITY MANAGER – Responsible for managing the overall security functions of the commission.

24 GENERAL PUBLIC RELATIONS MANAGER – Responsible for managing the staff in public relations, advertising and displays.

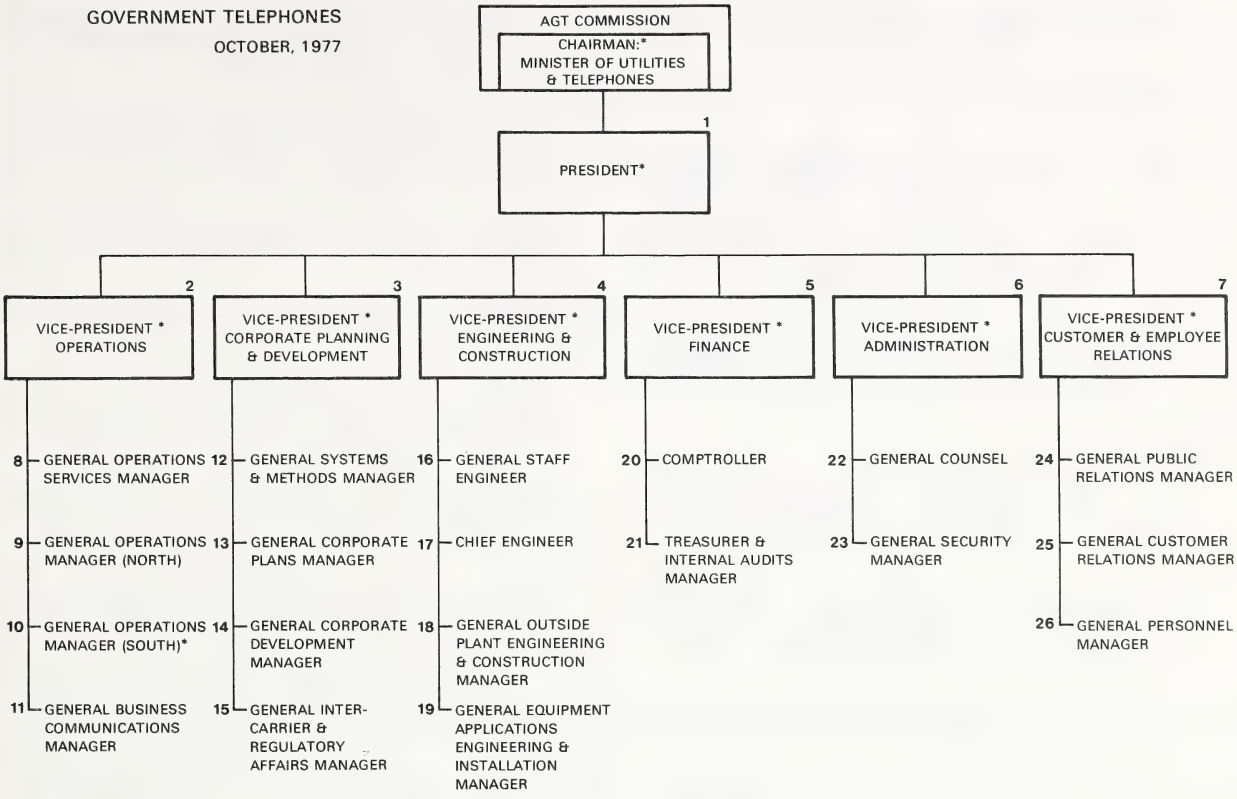
25 GENERAL CUSTOMER RELATIONS MANAGER – Analyses customer service, identifying the need for improvement of service policies and/or facilities.

26 GENERAL PERSONNEL MANAGER – Directs staff responsible for industrial relations, personnel services, organization development, salaries, employee benefits.

Alberta

GOVERNMENT TELEPHONES

OCTOBER, 1977



NOTE: *INDICATES AGT COMMISSION MEMBERS

OTHER MEMBERS OF AGT COMMISSION ARE: DEPUTY PROVINCIAL TREASURER
DEPUTY MINISTER OF UTILITIES & TELEPHONES
A MEMBER OF LEGISLATIVE ASSEMBLY

THE ALBERTA HEALTH CARE INSURANCE COMMISSION

FUNCTIONAL STATEMENTS – OCTOBER, 1977

1 CHAIRMAN – Responsible for the direction and supervision of the affairs of The Alberta Health Care Insurance Commission.

2 COMMISSION SECRETARY – Provides administrative assistance to the commission.

3 MEDICAL DIRECTOR – Provides professional expertise in relation to programs, liaison with professional associations, health economics, and maintenance of assessment practices.

4 ASSOCIATE MEDICAL DIRECTOR – Assists the Medical Director in assessment matters, consultant services, staff training programs, auditing programs and special studies.

5 COMMISSIONER AND EXECUTIVE DIRECTOR – Responsible with the other commissioners for the general management of the Alberta Health Care Insurance Plan, especially the Claims and Assessment Division and the Systems and Research Division.

6 COMMISSIONER FOR REGISTRATION – Responsible with the other commissioners for the general management of the Alberta Health Care Insurance Plan, especially the Registration and Enrolment Division and the personnel section.

7 VICE-CHAIRMAN AND COMMISSIONER FOR FINANCE – Responsible with the other commissioners for the general management of the Alberta Health Care Insurance Plan, especially the Finance and Accounting Division.

8 DIRECTOR, CLAIMS AND ASSESSMENT – Directs and administers programs for the assessment and payment of claims for specified health benefits.

9 MANAGER, ASSESSMENT AND REPROCESSED CLAIMS – Responsible for the assessment and processing of claims for specified health benefits provided in Alberta.

10 MANAGER, OUT-OF-PROVINCE CLAIMS AND SERVICES – Responsible for the assessment and processing of claims for specified health services and hospital services provided outside Alberta.

11 DIRECTOR, SYSTEMS AND RESEARCH – Directs and administers programs relating to systems maintenance and development, including computer, administrative and micrographic systems.

12 MANAGER, SYSTEMS – Responsible for the development and maintenance of systems.

13 MANAGER, DATA SERVICES – Responsible for the control of monitoring of data processed through the computer systems.

14 MANAGER, MICROGRAPHIC SERVICES – Responsible for the administration of microfilming and microfilm storage of all correspondence, information and claims.

15 DIRECTOR, ECONOMICS – Directs and administers programs for providing economic advice and analysis in matters concerning negotiations with professional organizations, manpower, health cost trends and existing or new health programs.

16 MANAGER, ECONOMIC ANALYSIS – Responsible for the development, compilation and analysis of statistical and economic studies.

17 MANAGER, PERSONNEL – Administers a personnel program to advise, assist and control personnel plans and transactions.

18 DIRECTOR, REGISTRATION AND ENROLMENT – Directs and administers the programs for the registration of Alberta residents, premium billing, enrolment for Optional Health Services, public inquiry service (Edmonton and Calgary), and a field staff.

19 MANAGER, GROUP REGISTRATION – Responsible for the enrolment of residents into groups, the group billing program, and the supervision of field service staff.

20 MANAGER, INDIVIDUAL REGISTRATION – Responsible for individual enrolment of residents, the individual billing program, and the supervision of information staff in Edmonton.

21 MANAGER, SUPPORT SERVICES – Responsible for the incoming mail sort and distribution, typing services, address and registration number research, registration file audits, and the clearing of computer processing rejects.

22 DIRECTOR, FINANCE AND ACCOUNTING – Directs and administers programs for the preparation of budgets and the filing of reports, the maintenance of financial and accounting records, control of expenditures, and the collection of premiums. Also responsible for Office Services.

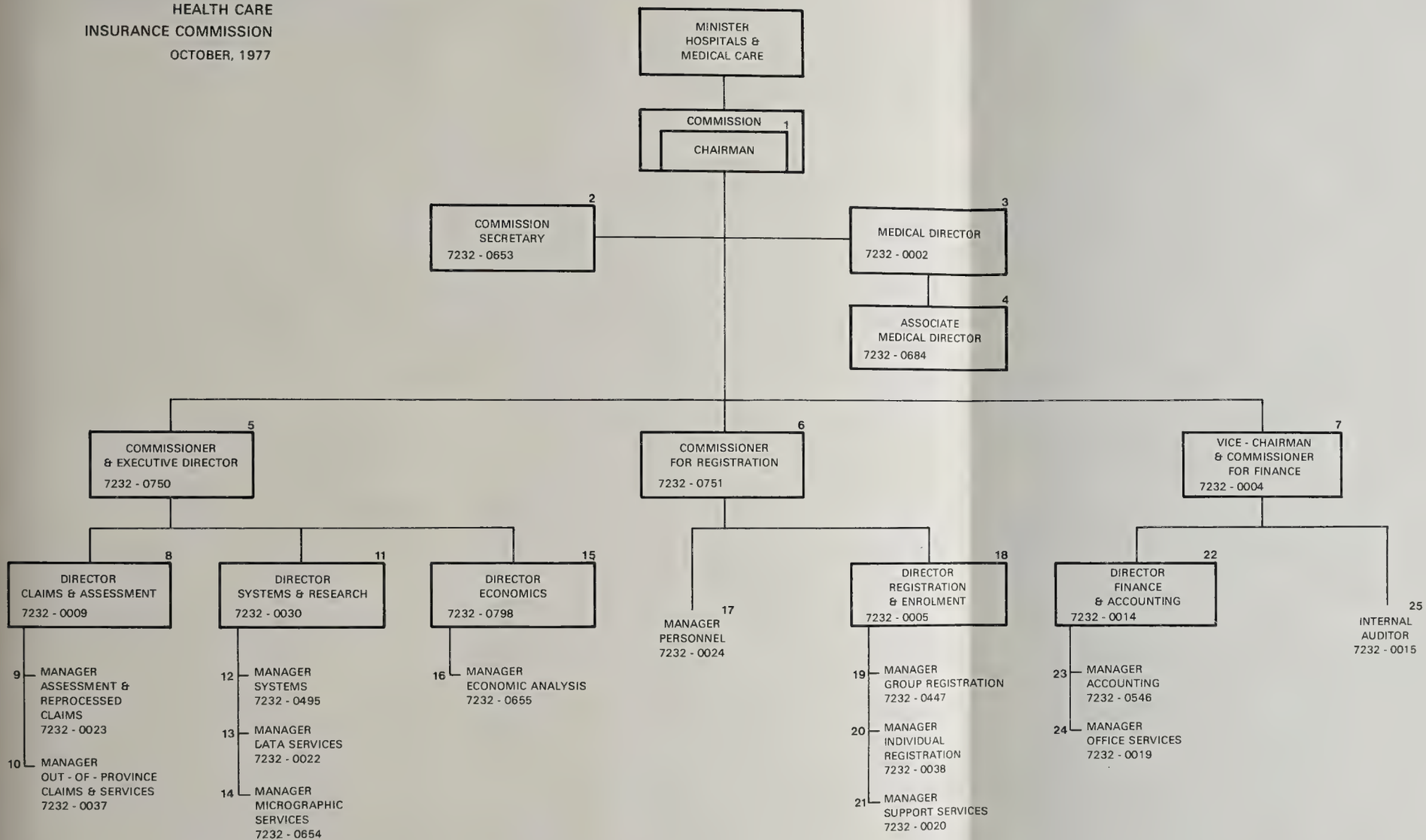
23 MANAGER, ACCOUNTING – Responsible for the preparation of budgets and reports, maintenance of financial and accounting records, and the collection of premiums.

24 MANAGER, OFFICE SERVICES – Responsible for the administration of the printing facility, procurement of furniture, equipment and supplies, and the management of mailing services.

25 INTERNAL AUDITOR – Assists in professional reviews and carries out inspections for accreditation of practitioners. Conducts operational audits to ensure that procedures and controls are adequate.

Alberta

HEALTH CARE
INSURANCE COMMISSION
OCTOBER, 1977



ALBERTA HOME MORTGAGE CORPORATION

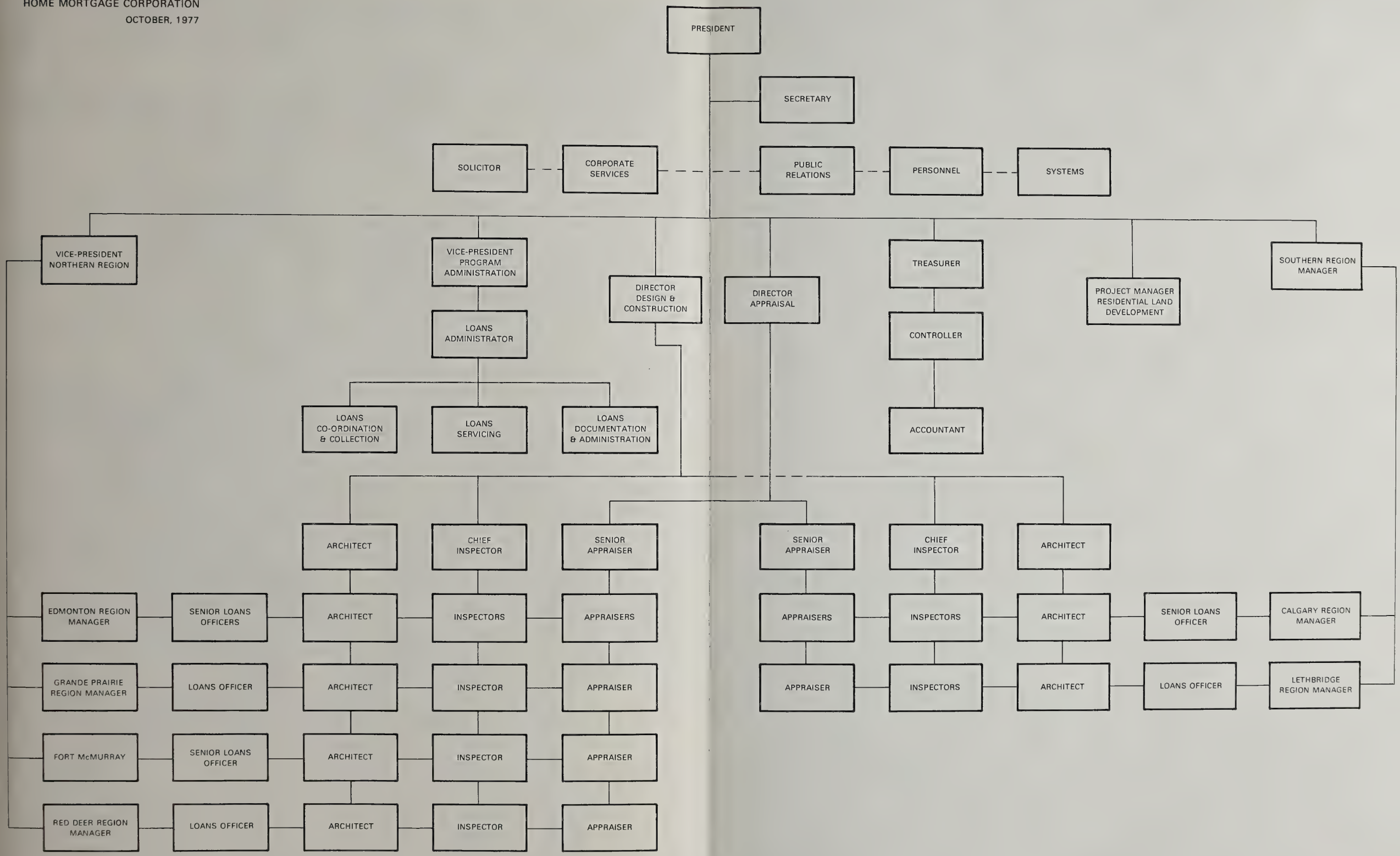
FUNCTIONAL STATEMENTS – OCTOBER, 1977

FUNCTIONAL STATEMENTS NOT AVAILABLE AT TIME OF PRINTING.

Alberta

HOME MORTGAGE CORPORATION

OCTOBER, 1977



1 CHAIRMAN – Presides at meetings of the commission. Responsible for general management, direction and supervision of the business affairs and operations of the commission, subject to the authority of the commission.

2 SECRETARY AND EXECUTIVE ASSISTANT TO THE CHAIRMAN – Responsible for preparation and distribution of notices, agendas and minutes of all regular or special committee meetings, and meetings of the commission. Drafts and processes legislation and regulations administered by the commission and is the liaison with the Attorney General.

3 MEDICAL OFFICER – Responsible for medical work performed on behalf of the commission related to hospitals and health care programs.

4 HOSPITAL SERVICE ADMINISTRATOR – Undertakes specific projects for the commission. Prepares and presents reports and position papers on the health and hospital care field.

5 VICE-CHAIRMAN AND COMMISSIONER FOR HOSPITALS – Assumes the duties of the Chairman in his absence. Regular responsibilities include several aspects of the operation of hospitals, auxiliary hospitals and nursing homes, including standards of operation and the care and facilities made available.

6 DIRECTOR, SYSTEMS AND RESEARCH – Collects, edits, and analyses statistical data on the activities and use of services of hospitals in the province and provides systems analysis and data processing.

7 DIRECTOR, DESIGN AND CONSTRUCTION – Responsible for review and approval of all plans for hospitals, including new construction, renovation, functions and systems. Also responsible for negotiation and approval of capital assistance related to approved construction projects and equipment. Also responsible for systems research related to the development of efficient and economical physical facilities, functions and space programs.

8 DIRECTOR, STANDARDS AND FIELD SERVICES – Provides assistance to general and auxiliary hospitals and contract nursing homes to develop and maintain acceptable operating standards and to promote effective use of facilities.

9 DIRECTOR, EMERGENCY HEALTH SERVICES – Responsible for the administration of the Emergency Air Ambulance Service, the Emergency Health Services program and the planning for improved ground and air ambulance services for the province.

10 ASSISTANT TO THE COMMISSIONER FOR HOSPITALS – Acts on behalf of the Commissioner for Hospitals in a support role in the preparation of policy development.

11 EXECUTIVE ASSISTANT – Responsible for the administration and day-to-day activities of the office of the Commissioner for Hospitals. Co-ordinates and reviews plans for construction and renovation and does various research and project assignments. Prepares summaries and comments on reports for the commissioner.

12 HEALTH SERVICE ADMINISTRATORS – Assist in the planning, development and evaluation of programs, including functional programs for hospitals and the different levels of nursing care. Other duties involve the interpretation of recent research studies in the health care field.

13 DIRECTOR, ADMINISTRATIVE SERVICES AND PERSONNEL – Responsible for general administrative service to the commission and outside associated health organizations. Also responsible for personnel services.

14 VICE-CHAIRMAN AND COMMISSIONER FOR FINANCE – Responsible for the detailed management of the financial affairs of the commission, including the preparation of an annual budget, establishment of accounting procedures, and management of the Budgets and Accounting divisions. May assume the duties of the Chairman in his absence.

15 EXECUTIVE DIRECTOR OF FINANCE – Co-ordinates the day-to-day financial activities of the Budgets and Accounting Divisions, including the Treasury function.

16 DIRECTOR, BUDGETS – Responsible for the editing and review of monthly operating statements submitted by each hospital for the purpose of preparing hospital indices. Reviews and analyses hospital annual statements to establish the costs reimbursable to each hospital. Also assesses budgets and submissions made by hospitals to establish levels of reimbursement.

17 DIRECTOR, ACCOUNTING – Responsible for processing all payments to approved hospitals for operations and capital purposes. Also reviews costs incurred by hospitals during the periods of new construction or renovation.

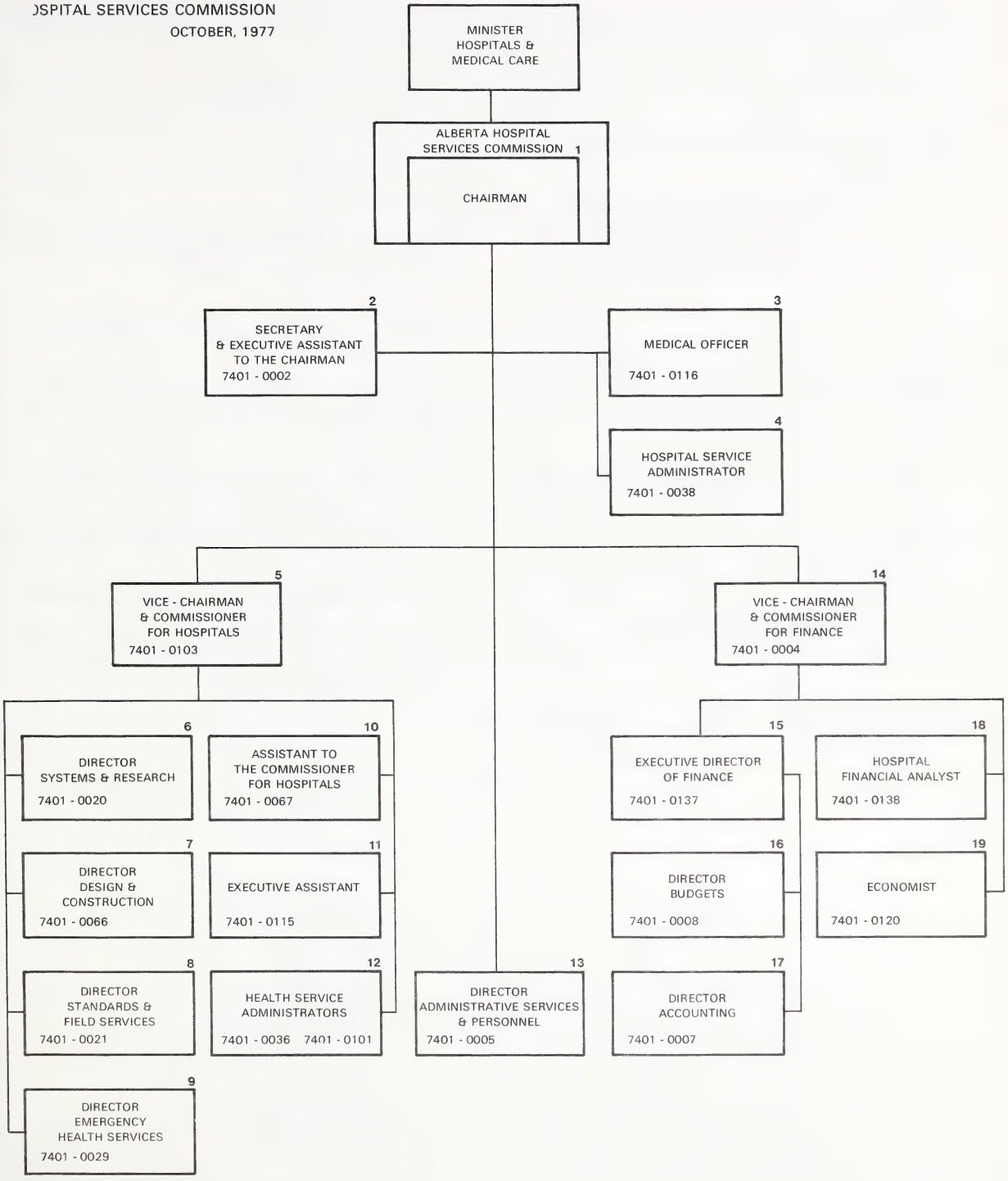
18 HOSPITAL FINANCIAL ANALYST – Responsible for the analysis and preparation of data relating to annual financial statements. Prepares claims for cost sharing with the federal government; analyses expenditures and receipts of the commission for preparation and control of the administrative budget.

19 ECONOMIST – Performs responsible professional and administrative work; directs operations in major fields of economic research and analysis on behalf of the commission.

Alberta

)SPITAL SERVICES COMMISSION

OCTOBER, 1977



1 PRESIDENT – Responsible to the Minister for the administration of the Alberta Housing Act through the operation of the Alberta Housing Corporation.

2 SOLICITOR – Responsible for legal matters relating to the operations of the corporation.

3 DIRECTOR, PUBLIC RELATIONS – Directs the preparation and dissemination of all media relating to the policies and programs of the corporation.

4 VICE-PRESIDENT, NORTHERN REGION – Responsible for all phases of the operations of the corporation (appraisal, design, construction, rental and maintenance) in the north sector of the province excluding the town of Fort McMurray. This function is performed through a project management matrix organization.

5 DIRECTOR, PERSONNEL – Responsible for the corporation's personnel administration program, training and recruitment.

6 VICE-PRESIDENT, SOUTHERN REGION – Responsible for the phases of the operation of the corporation (appraisal, design, construction, rental and maintenance) in the southern sector of the province. This function is performed through a project management matrix organization.

7 VICE-PRESIDENT FINANCE – Responsible for the corporation's financial functions (systems, controller and corporate office services).

8 VICE-PRESIDENT, FORT McMURRAY REGION – Directs the field operations of the corporation in the Fort McMurray area. Responsible for all phases of operations in this selected geographical area.

9 PROJECT MANAGERS, NORTH – Responsible to the Vice-President, Northern Region, for the field operations of projects within the region.

10 DIRECTORS OF LAND AND APPRAISAL, NORTH, SOUTH – Responsible for the evaluation of properties to be purchased or sold by the corporation.

11 DIRECTORS OF DESIGN, NORTH, SOUTH – Responsible for all the design phases of projects undertaken by the corporation in each region.

12 CONTRACT ADMINISTRATORS, NORTH, SOUTH – Responsible for the tendering of projects and management of project documents related to each region.

13 DIRECTORS OF CONSTRUCTION, NORTH, SOUTH – Responsible for the construction phase of all projects undertaken by the corporation.

14 DIRECTORS OF PROPERTY ADMINISTRATION, NORTH, SOUTH – Responsible for lease or rental of properties and buildings owned or constructed by the corporation.

15 DIRECTORS OF PROPERTY MAINTENANCE, NORTH, SOUTH – Responsible for the continuing maintenance of properties owned by the corporation.

16 PROJECT MANAGERS, SOUTH – Responsible to the Vice-President, Southern Region, for the field operations of projects within the region.

17 DIRECTOR, SYSTEMS DEVELOPMENT – Directs the functions of systems design, methods, and data control for the corporation.

18 CORPORATE OFFICE MANAGER – Responsible for corporation office space, leasing, improvements and purchasing procedures.

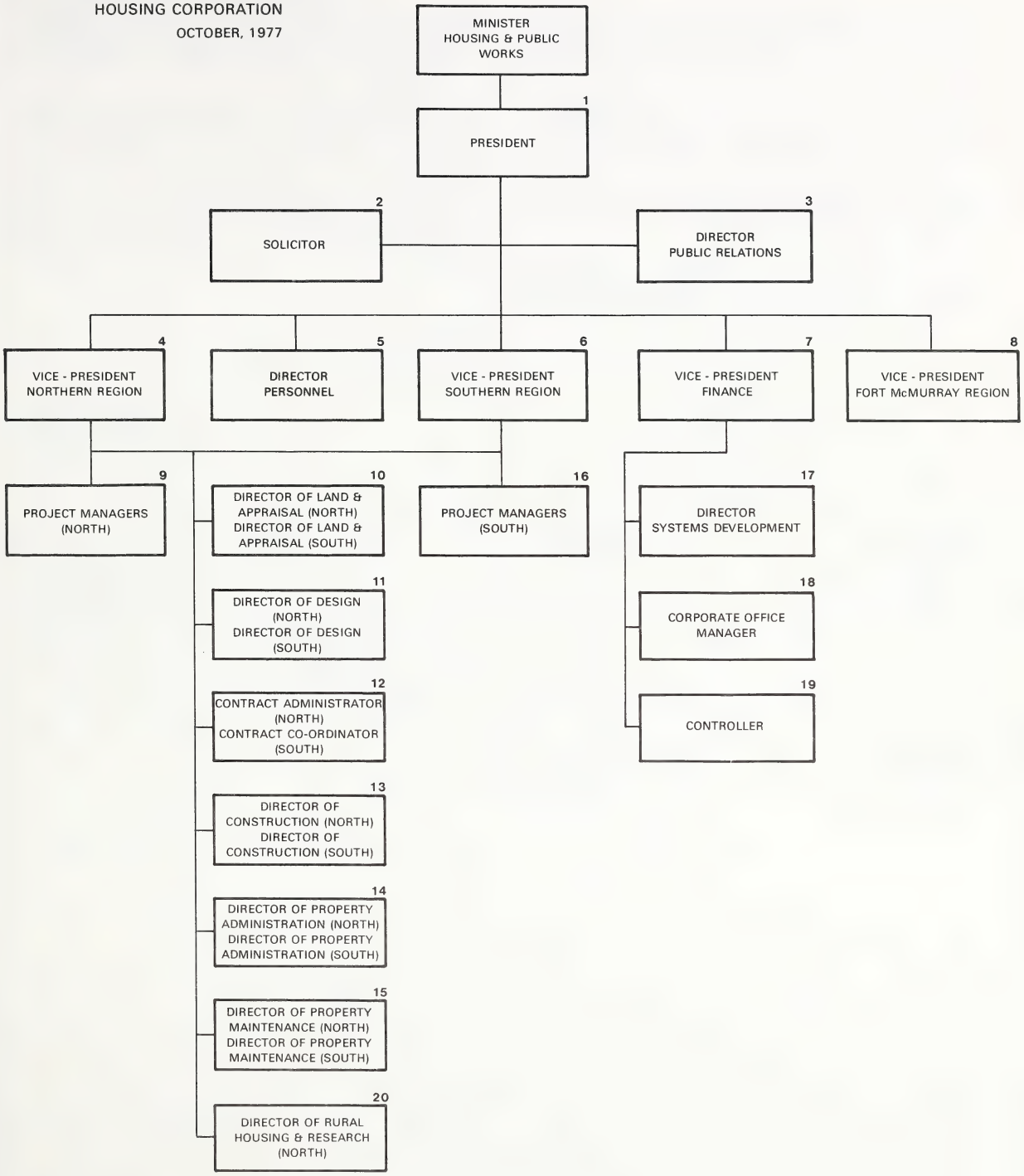
19 CONTROLLER – Directs the financial operation of corporate accounting, project accounting, financial analysis and budgeting.

20 DIRECTOR OF RURAL HOUSING AND RESEARCH, NORTH – Responsible for rural and native housing programs, related research and emergency trailer programs.

Alberta

HOUSING CORPORATION

OCTOBER, 1977



1 DIRECTOR – In conjunction with the Human Rights Commission Chairman and members, the Director participates in the development of commission policy and is responsible for directing the activities of the commission staff.

2 ASSISTANT DIRECTOR, EDUCATION AND RESEARCH SERVICES – Plans, directs and co-ordinates the educational and research functions of the commission throughout the province.

3 ASSISTANT DIRECTOR, FIELD SERVICES – Directs, co-ordinates and evaluates the investigative activities of the commission throughout the province.

4 HUMAN RIGHTS OFFICER III – Organizes and co-ordinates investigative activities in a major region, supervises implementation of policies and procedures, has responsibility for the field training of officers in the region.

5 HUMAN RIGHTS OFFICER II EDUCATION SERVICES – Promotes the aims and objectives of The Individual's Rights Protection Act through developing and presenting public education materials and programs.

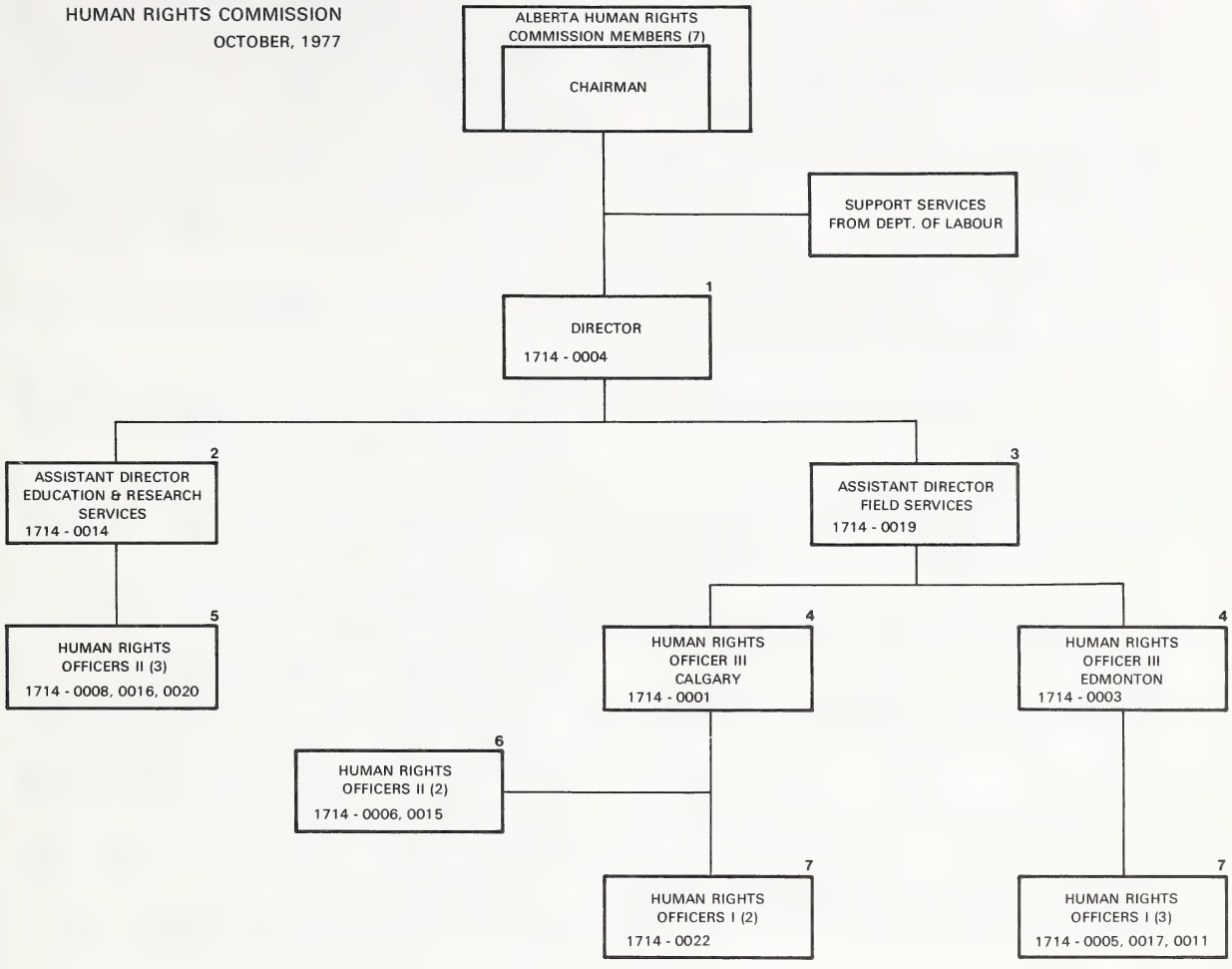
6 HUMAN RIGHTS OFFICER II FIELD SERVICES – Similar work to the Human Rights Officer I but at a greater level of complexity and with greater independence of action exercised.

7 HUMAN RIGHTS OFFICER I FIELD SERVICES – Assists with the enforcement of The Individual's Rights Protection Act by conducting investigations of complaints of discriminatory behaviour and by attempting to conciliate just settlement of cases.

Alberta

HUMAN RIGHTS COMMISSION

OCTOBER, 1977



1 CHAIRMAN, DEPUTY CHAIRMAN, BOARD MEMBER – Responsible for the overall administration, co-ordination and control of all licensing, operation, and departmental functions of the board. Administer the Liquor Control Act, the Liquor Licensing Act, the Liquor Plebiscites Act, and the Regulations.

2 GENERAL MANAGER – Responsible for administration and co-ordination of the departments of the board. Secures and compiles data requested by the board.

3 BOARD SOLICITOR – Co-ordinates and executes legal matters pertaining to the board. Advises members of the board and staff on legal matters, drafting of contracts, leases, tenders, contracts and real estate transactions. Advises in the area of labour relations. Represents the board in legal matters. Maintains updating of liquor legislation in co-operation with the board.

4 SPECIAL PROJECTS OFFICERS – Assists the General Manager and board on special projects. Secures and compiles material and data as requested.

5 PERSONNEL MANAGER – Develops and administers a comprehensive personnel program, including negotiating collective agreements, staff recruitment, emloyee relations, training and administration of the Collective Agreement and official pay plan.

6 PERSONNEL ADMINISTRATOR – Assists the Personnel Manager. Operates a continuous program of recruitment, selection, payroll administration and position establishments.

7 ADMINISTRATIVE OFFICERS – Responsible for administration of areas such as recruitment, selection, payroll, classification, training and employee relations.

8 PERSONNEL ADMINISTRATOR, CALGARY – Assists the Personnel Manager in the Calgary area and southern Alberta.

9 DIRECTOR OF LICENSING – Ensures that provisions of the Liquor Licensing Act and Regulations and board policy are complied with, in relation to licensed premises throughout the province. Acts as a liaison between law enforcement and municipal agencies and the board.

10 LICENSING ADMINISTRATORS, EDMONTON – Assist the Director of Licensing with the inspectional services of the department. Maintain the clerical process of the department.

11 LICENSING ADMINISTRATORS, CALGARY – Assist the Director of Licensing in the Calgary area and southern Alberta.

12 COMPTROLLER – Directs, formulates and recommends the financial policy and activity of the board. Supervises the bottle return system. Establishes the accounting, budget and internal control systems of the board and directs the preparation of related financial statements.

13 ADMINISTRATIVE ACCOUNTANT – Supervises accounting program and staff. Co-ordinates data processing applications and data control for department. Approves expenditures and accounting entries in accordance with established policies. Ensures system of internal control is in effect and all revenues accounted for. Supervises and reviews financial statements.

14 FINANCIAL ANALYST – Responsible for special studies research and assists Comptroller in final preparation of reports. Reviews and recommends financial implication and effect of financial implication and effect of financial policies of the board.

15 EDP MANAGER – Administers the overall activities of the electronic data processing facility, making technical decisions regarding equipment selection and operational decisions concerning systems analysis, operations, and the co-ordination of activities with other departments.

16 SYSTEMS ANALYST ADMINISTRATOR – Administers the activities of the systems analysis and programming section of the Electronic Data Processing Department in the design and development of new systems or systems improvement. Participates in equipment analysis, feasibility studies and systems planning.

17 SYSTEMS ANALYST III – Responsible for the analysis of new and existing systems for board applications.

18 DATA CENTRE ADMINISTRATOR – Responsible for the scheduling and operation of the computor and peripheral data processing equipment, as well as controlling the completeness and accuracy of work being produced by the operations section of the Electronic Data Processing Department.

19 STORES DIRECTOR – Administers the overall operation of the board retail outlets located throughout the province. Reviews the need for new stores and renovation of existing stores.

20 STORES ADMINISTRATOR – Assists the Stores Director with the operation of retail liquor and beer stores.

21 SOUTHERN AREA SUPERVISOR – Assists the Stores Administrator in the Calgary area and southern Alberta.

22 ADMINISTRATIVE OFFICER – Assists the Stores Administrator.

23 ADMINISTRATOR OF WAREHOUSES, PROPERTIES AND MAINTENANCE – Administers the operation of warehouses, the purchase and disposal of property. Responsible for construction, renovation, maintenance and custodial work.

24 PROPERTIES ADMINISTRATOR – Administers real estate negotiations, acquisitions and disposals.

25 MAINTENANCE ADMINISTRATOR – Co-ordinates the maintenance of all properties owned and leased by the board.

26 WAREHOUSE MANAGER, EDMONTON – Responsible for administration of a large warehouse staff in Edmonton.

27 WAREHOUSE MANAGER, CALGARY – Responsible for administration of a large warehouse staff in Calgary.

28 STOCKS DIRECTOR – Administers the listings and purchases of liquor, wine and beer. Acts as a liaison with industry representatives. Analyses board requirements and potential public demand for various products. Supervises and controls inventories, sales, movement of merchandise and clearance of stocks in and out of bond.

29 STOCKS ADMINISTRATOR – Assists the Stocks Director with stock purchasing, special orders, invoice payment and costing, retail pricing, consumer complaints and condition of stocks.

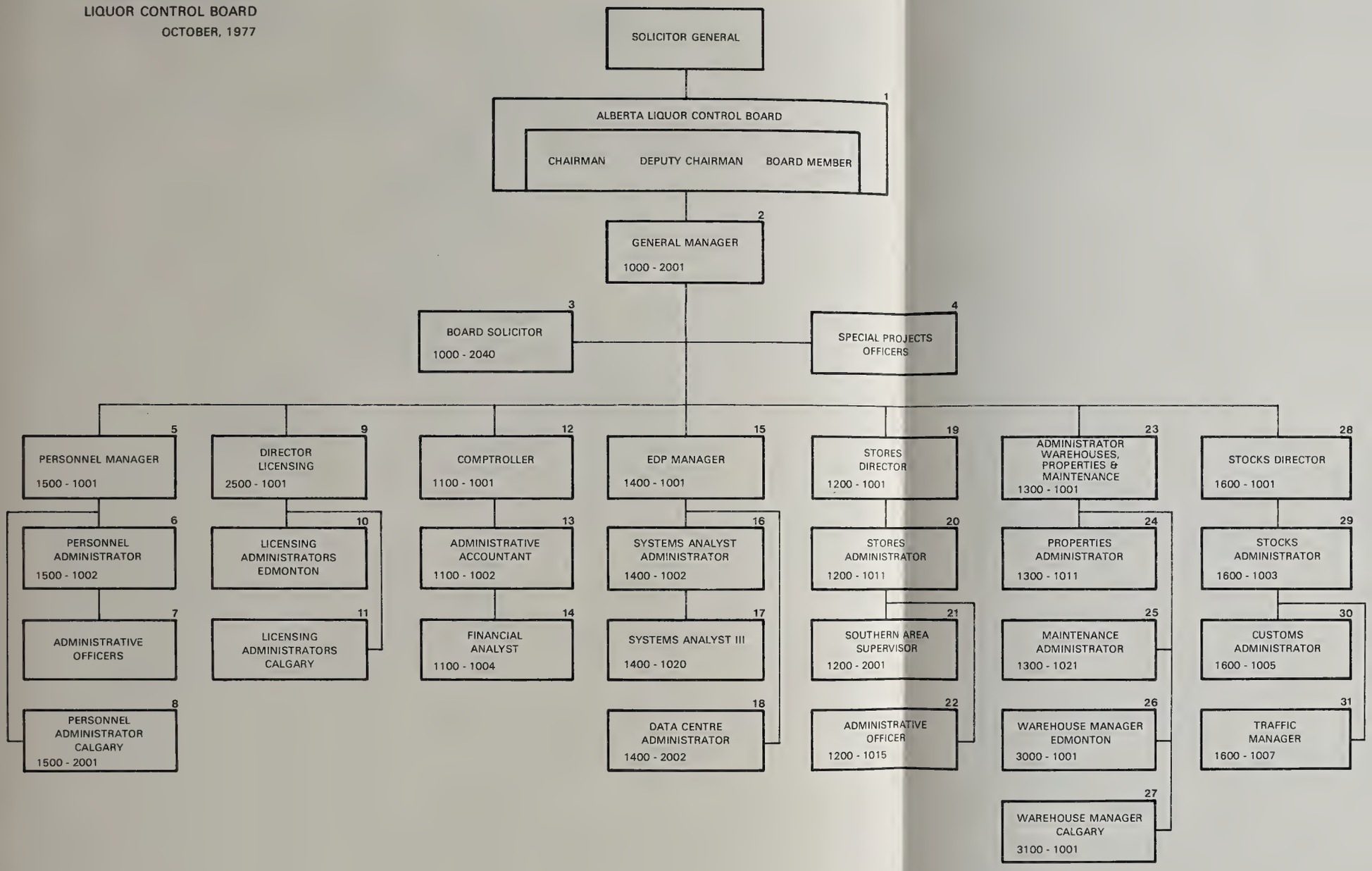
30 CUSTOMS ADMINISTRATOR – Handles all customs clearances of stocks, and meets with Department of National Revenue, Customs and diplomatic personnel on customs matters.

31 TRAFFIC MANAGER – Arranges matters pertaining to transportation of stock, transportation contracts, freight accounts and claims, transportation of employee effects when transferred.

Alberta

LIQUOR CONTROL BOARD

OCTOBER, 1977



1 CHAIRMAN – Chairs meetings of the board and acts as chief executive in order to administer, co-ordinate and control a program to develop and sustain local autonomy respecting the development of real property in Alberta.

2 DIRECTOR OF ADMINISTRATION AND BOARD SECRETARY – Provides technical, budgeting and administrative services to the board and to municipalities. Processes all capital borrowing and territorial applications presented to the board. Represents the board to all agencies and local governments.

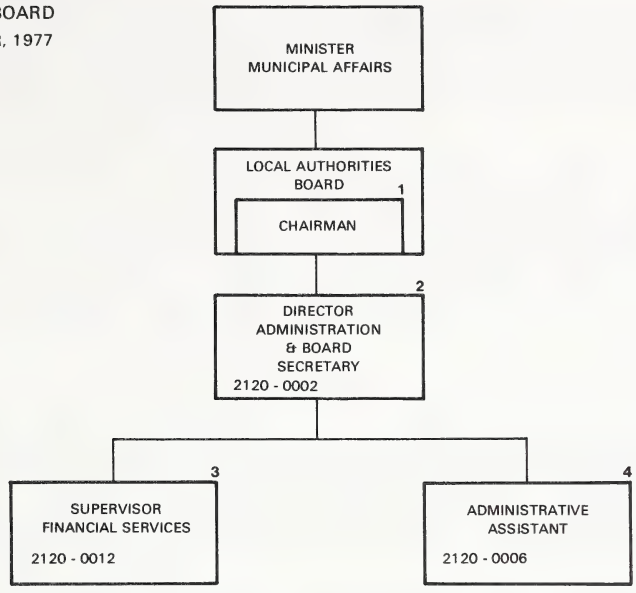
3 SUPERVISOR, FINANCIAL SERVICES – Provides financial and accounting services to the board. Controls all data on debenture issuances.

4 ADMINISTRATIVE ASSISTANT – Provides technical services to the board pertaining to all territorial applications.

Alberta

LOCAL AUTHORITIES BOARD

OCTOBER, 1977



1 EXECUTIVE DIRECTOR – Overall responsibility for the establishment of operating policy, co-ordination and direction of staff responsibilities, and administration of secretariat activities; direct involvement and liaison with the Minister and with chief executive officers of government departments, boards, agencies commissions.

2 ECONOMIC DEVELOPMENT OFFICER II – Establishes and monitors policy development in the economic development sector with primary responsibility for relating to and analysing policy within Alberta departments and their related agencies as it relates to and affects native people in Alberta; direct liaison with senior government officials involved in policy development, and with representatives of native organizations involved in such economic development activity.

3 SOCIAL DEVELOPMENT OFFICER II – Establishes and monitors policy development in the social development sector with primary responsibility for relating to an analysing policy with Alberta departments and their related agencies as it relates to and affects native people in Alberta; direct involvement and liaison with senior government officials involved in social policy development, and with representatives of native organizations involved in such social development activity.

4 ECONOMIC DEVELOPMENT OFFICER I – Assists existing and potential native businesses, especially those involved with primary economic activity such as timbering, fishing and wildlife; monitors and assesses government programs as they relate to and affect such primary economic activity; maintains liaison with government officials responsible for such program implementation and with representatives of native organizations relative to such activity.

5 SOCIAL DEVELOPMENT OFFICER I – Monitors assessment and recommendations regarding modifications in the delivery of government social programs with primary emphasis on such implementations in northern rural and isolated native communities by government departments and their related agencies; direct liaison with government officials responsible for program implementation and with representatives of native organizations relative to such activities.

6 COMMUNICATIONS OFFICER – Provides a consistent liaison with and advises and represents issues and needs relative to native organizations; represents the secretariat at general meetings of native organizations; monitors the employment of native people within the Alberta government; direct liaison with officials of Personnel Administration Office, with native liaison officers with government agencies, and with the leadership and executives of Alberta native organizations.

7 EXECUTIVE LIAISON OFFICER – Provides a management consulting service; relates to secretariat budgetary requirements and controls with those native organizations which the secretariat funds; advises on the extent and nature of funding for native organizations; assesses and recommends on requests to the secretariat for funding; direct liaison with the leadership and executive of native organizations relative to the above responsibilies.

8 ADMINISTRATIVE ACCOUNTANT – Acts as controller and accountant relative to the administrative functions of budget preparation and control, purchasing and personnel; direct liaison with officials of Treasury, Government Services, Personnel Administration Office and Public Works. Reviews accounting statements of native organizations and liaisons with native organizations on accounting functions.

9 RESEARCH ASSISTANT – Identifies, establishes, maintains and manages information base for activity of the secretariat; direct liaison with information and research officers of other departments and agencies.

10 NATIVE LIAISON OFFICER II – Acts as direct executive assistant to the Executive Director; undertakes administration of specific project activities; co-ordinates secretariat participation in specific events and projects (e.g. P.E.P., treaty commemorations, Cabinet tours, interprovincial and interagency meetings).

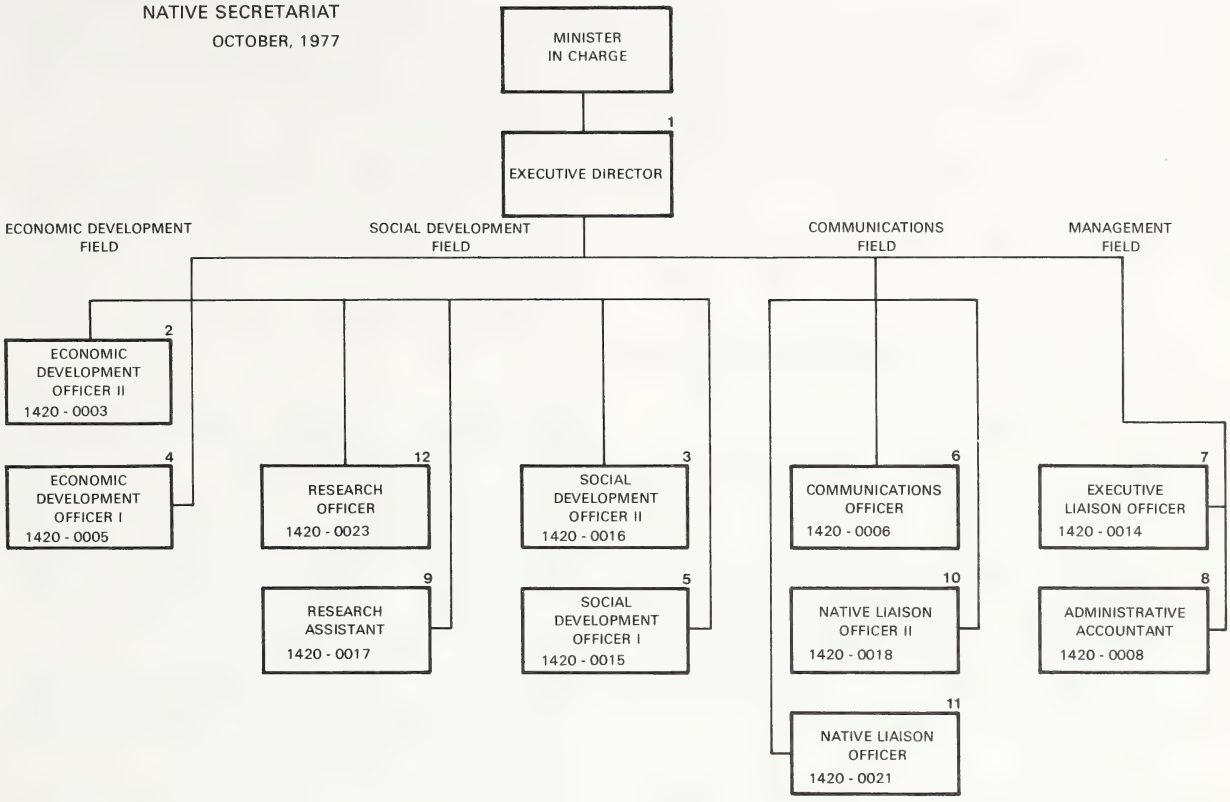
11 NATIVE LIAISON OFFICER – Maintains a consistent liaison with chiefs, band councils and the Indian Association; advises and represents issues and needs relative to Treaty Indian matters.

12 RESEARCH OFFICER – Examines and prepares policy, and advises the Executive Director on native land claims and aboriginal rights.

Alberta

NATIVE SECRETARIAT

OCTOBER, 1977



PERSONNEL ADMINISTRATION OFFICE

FUNCTIONAL STATEMENTS – OCTOBER, 1977

1 PUBLIC SERVICE COMMISSIONER – Advises and informs the Minister on all aspects of personnel administration and initiates the development and formulation of government personnel policy. Develops, administers and interprets personnel legislation and regulations. Directs and co-ordinates the activities of all divisions of Personnel Administration. Develops a comprehensive personnel program; establishes priorities and operating policies; provides advice and assistance to departmental officials on all matters of personnel administration.

2 EXECUTIVE ASSISTANT – Provides administrative back-up to the Commissioner, and helps in the development of plans and programs.

3 DIRECTOR, SPECIAL PROJECTS – Works on projects assigned by the Commissioner, usually arising from programs which cross divisional lines, or from new programs which will eventually pass to a division to administer.

4 DIRECTOR, EMPLOYEE RELATIONS – Responsible for the negotiation and administration of collective agreements, regulation development and administration, classification and pay research for bargaining unit employees.

5 DIRECTOR, ORGANIZATION DEVELOPMENT – Responsible for consulting services to departments on internal staff development or organizational development programs; responsible for staff development. Assists departments to identify needs; designs and conducts developmental programs and co-ordinates the use of outside training institutions. Responsible for education leave and course subsidization policies; for co-ordination of employee performance appraisal, manpower planning (bargaining unit and related) and career assignment programs.

6 DIRECTOR, DEPARTMENTAL SERVICES – Responsible for the government's staffing program which includes a centralized personnel advertising service and a temporary staffing program. Conducts a special program for the employment of the handicapped/disadvantaged. Responsible for the in-service Occupational Health and Safety program. Provides job and career information to the general public and public service employees.

7 DIRECTOR, MANAGEMENT SERVICES – Responsible for the development and operation of recruitment programs for managerial positions and for consultative services to departments on selection of management personnel. Oversees management classification and compensation programs, including fringe benefits and terms and conditions of employment. Directs activities in the identification of managerial manpower requirements and utilization and development of managerial resources.

8 DIRECTOR, CALGARY REGION – Develops and provides personnel administration services in the Calgary region as representative of all divisions of Personnel Administration.

9 DIRECTOR, LETHBRIDGE REGION – Develops and provides personnel administration services in the Lethbridge region as representative of all divisions of Personnel Administration.

10 DIRECTOR, ADMINISTRATIVE SERVICES – Provides financial, personnel, general administrative and statistical services to the Commissioner and all divisions of Personnel Administration.

11 SUPERVISOR, NEGOTIATIONS – Responsible for assimilating and developing recommendations for collective bargaining. Acts as chief spokesman and strategist for government or Crown agencies in negotiating sessions. Also carries out special assignments in all areas of employee relations as necessary.

12 SUPERVISOR, CONTRACT ADMINISTRATION – Responsible for interpreting and administering collective agreements, personnel regulations, pay plans, and employee benefit programs. Provides a consultative service to departments on regulation administration, discipline and grievances.

13 SUPERVISOR, CLASSIFICATION AND PAY RESEARCH – Responsible for evaluation and classification of all bargaining unit positions; also for development of pay recommendations for new classes and for collective bargaining purposes. Provides support staff to assist negotiators in the bargaining process.

14 SUPERVISOR, STAFF TRAINING AND DEVELOPMENT – Responsible for training and staff development programs, organization development consulting, and employee performance appraisal.

15 SUPERVISOR, PERSONNEL PLANNING AND CAREER DEVELOPMENT – Responsible for development of information and personnel planning systems for the purpose of more effective career planning and staff utilization.

17 SUPERVISOR, RECRUITMENT AND SELECTION – Responsible for the recruitment and selection program. Provides assistance and consultation to departments in recruitment and selection including market identification, special recruitment campaigns, selection standards, salary determination, selection panels.

18 SUPERVISOR, SPECIAL PLACEMENT PROGRAM – Responsible for conducting a program to assist the handicapped/disadvantaged person to maintain meaningful employment in the public service, and to assist in arranging for in-service transfer for employees due to medical reasons.

19 SUPERVISOR, OCCUPATIONAL HEALTH AND SAFETY – Responsible for the co-ordination and administration of an Occupational Health and Safety program which includes an employee health service, in-service safety program, and a diagnostic and referral program for employees with behavioral health problems.

20 SUPERVISOR, EXECUTIVE SEARCH – Responsible for the development of market methodology, the recruitment of management personnel, and the identification and assessment of the skills of the management group. Promotes executive interchange with the private sector.

21 SUPERVISOR, MANAGEMENT COMPENSATION – Responsible for managerial classification allocation, application of pay data to management classes, development and administration of fringe benefits, and terms and conditions of employment.

22 SUPERVISOR, MANPOWER PLANNING AND MANAGEMENT APPRAISAL – Responsible for the development of skills and abilities of the management group; the identification of managerial manpower requirements and action needed to meet these requirements; and continual consulting requirements to ensure ongoing utilization and development of the managerial performance appraisal system.

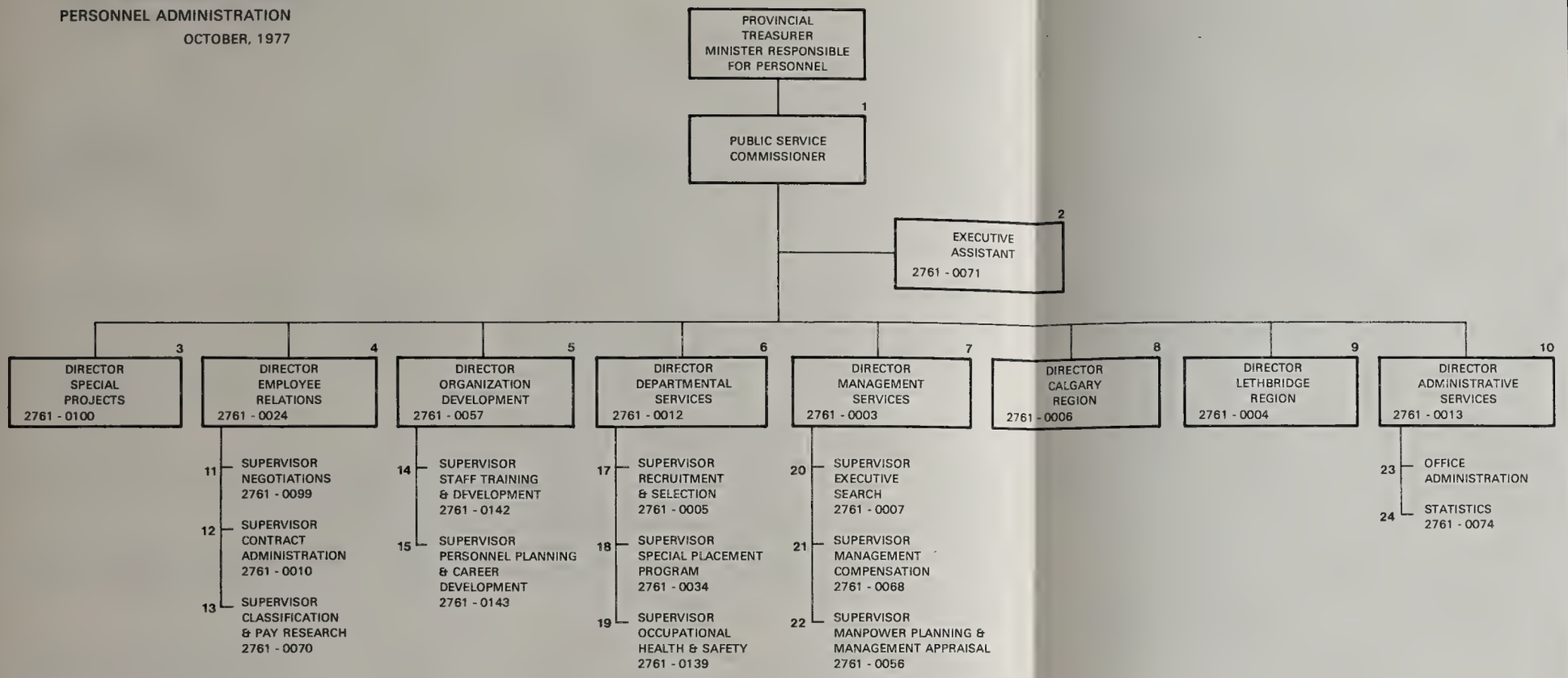
23 OFFICE ADMINISTRATION – Responsible for administrative support, personnel, accounting, printing and library services.

24 STATISTICS – Responsible for systems design and computer programs to meet personnel management information requirements for Personnel Administration and government departments.

Alberta

PERSONNEL ADMINISTRATION

OCTOBER, 1977


PROVINCIAL TREASURER MINISTER RESPONSIBLE FOR PERSONNEL
1
PUBLIC SERVICE COMMISSIONER
2
EXECUTIVE ASSISTANT
2761 - 0071
3
DIRECTOR SPECIAL PROJECTS
2761 - 0100
4
DIRECTOR EMPLOYEE RELATIONS
2761 - 0024
11 SUPERVISOR NEGOTIATIONS 2761 - 0099
12 SUPERVISOR CONTRACT ADMINISTRATION 2761 - 0010
13 SUPERVISOR CLASSIFICATION & PAY RESEARCH 2761 - 0070
5
DIRECTOR ORGANIZATION DEVELOPMENT
2761 - 0057
14 SUPERVISOR STAFF TRAINING & DEVELOPMENT 2761 - 0142
15 SUPERVISOR PERSONNEL PLANNING & CAREER DEVELOPMENT 2761 - 0143
6
DIRECTOR DEPARTMENTAL SERVICES
2761 - 0012
17 SUPERVISOR RECRUITMENT & SELECTION 2761 - 0005
18 SUPERVISOR SPECIAL PLACEMENT PROGRAM 2761 - 0034
19 SUPERVISOR OCCUPATIONAL HEALTH & SAFETY 2761 - 0139
7
DIRECTOR MANAGEMENT SERVICES
2761 - 0003
20 SUPERVISOR EXECUTIVE SEARCH 2761 - 0007
21 SUPERVISOR MANAGEMENT COMPENSATION 2761 - 0068
22 SUPERVISOR MANPOWER PLANNING & MANAGEMENT APPRAISAL 2761 - 0056
8
DIRECTOR CALGARY REGION
2761 - 0006
9
DIRECTOR LETHBRIDGE REGION
2761 - 0004
10
DIRECTOR ADMINISTRATIVE SERVICES
2761 - 0013
23 OFFICE ADMINISTRATION
24 STATISTICS 2761 - 0074

ALBERTA PETROLEUM MARKETING COMMISSION

FUNCTIONAL STATEMENTS – OCTOBER, 1977

THE COMMISSION –

Under the Petroleum Marketing Act accepts the Crown's royalty share of Alberta petroleum production for storage or sale, markets all production of Alberta lessees at the highest negotiable price.

Under The Natural Gas Pricing Agreement Act, the commission, by Ministerial Order, has responsibilities to administer the Act and is delegated certain duties and powers including delivery of gas to the Minister and its resale, distribution of monthly price adjustment arising out of the resale, and monitoring regulated field prices, including determination of cost of service.

1 CHAIRMAN – As senior executive officer, directs all commission activity. Specializing in the area of energy economics and planning, acts with the other commission members in policy development and implementation.

2 VICE-CHAIRMAN – Applies expertise in the area of oil and gas operations in developing and implementing policy with the other commission members.

3 MEMBER – Applies expertise in the area of administration and finance in developing and implementing policy with the other commission members.

4 EXECUTIVE DIRECTOR, ADMINISTRATION AND FINANCE – Develops, implements, upgrades and administers systems for the purchasing, invoicing, sale of and payment for Alberta petroleum production. Advises the commission on potential and desirable methods, and initiates studies in accordance with commission requirements. Develops financial forecasts, budgets; advises on personnel and administrative requirements.

5 EXECUTIVE DIRECTOR, OPERATIONS – Administers commission policy in the area of petroleum sales, transportation and supply. Maintains industry interface in the delivery of production to the commission and with the consuming groups in the delivery to the users. Administers commission policy in the area of natural gas pricing, determination of sales volumes, and claims against the Fund established by The Natural Gas Pricing Agreement Act. Recommends policy to the commission.

6 EXECUTIVE DIRECTOR, ECONOMICS AND PLANNING – Develops petroleum supply, price and demand forecasts through continuous monitoring and discussions with influential components of the energy market. Undertakes studies requested by the commission into market factors and related problems. Provides supply information to prospective petroleum users according to provincial priorities. Administers commission policy respecting determination of Alberta cost of service for natural gas pipelines as required by The Natural Gas Pricing Agreement Act.

7 SECRETARY AND SOLICITOR – Maintains official records of the commission and advises on legal matters.

8 DIRECTOR, ACCOUNTING – Administers the recording, invoicing and payment for all production flowing through the commission.

9 DIRECTOR, SYSTEMS DEVELOPMENT – Develops, evaluates and implements manual or mechanical systems handling commission functions; advises on suitable methods and methods studies; acquires hardware and software to accommodate commission systems.

10 DIRECTOR, TRANSPORTATION AND SALES – Provides the commission, industry and petroleum purchasers with updated price information. Purchases, stores and sells all Alberta petroleum production.

11 DIRECTOR, FIELD OPERATIONS – Monitors grade and quality of Alberta production; provides supply information to the commission; maintains industry liaison on production, flows, grade and disposition.

12 DIRECTOR, GAS SALES AND CLAMS – Administers the Fund established by The Natural Gas Pricing Agreement Act and ensures validity of claims against the Fund. Monitors natural gas prices and sales volume.

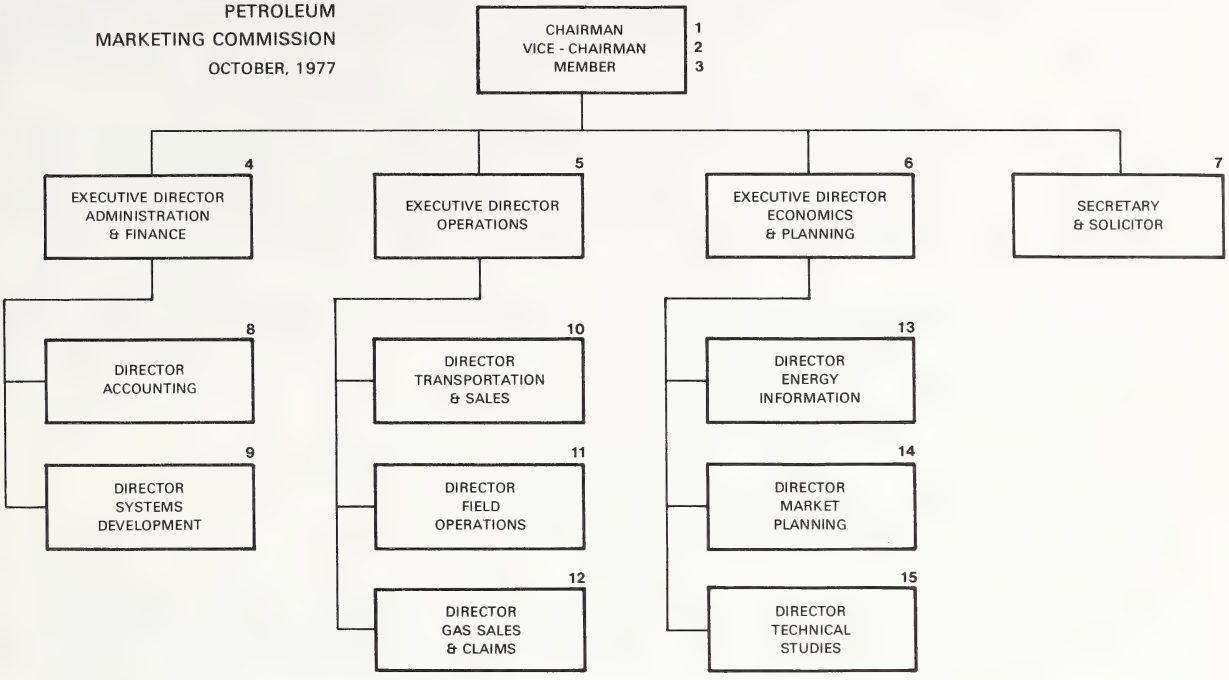
13 DIRECTOR, ENERGY INFORMATION – Maintains updated world-wide information on energy production, pricing, demand and new developments. Conducts studies of special problems related to Alberta energy production.

14 DIRECTOR, MARKET PLANNING – Maintains information for and about potential users of Alberta petroleum developments relating to extra-provincial supply policies; advises the commission on prospects for continuing disposition of Alberta production and relative potential pricing.

15 DIRECTOR, TECHNICAL STUDIES – Conducts studies of pipeline tariffs, fuelstock requirements, storage needs and other technical matters; directs staff in monthly determination of Alberta cost of service of natural gas pipelines.

Alberta

PETROLEUM
MARKETING COMMISSION
OCTOBER, 1977



1 EXECUTIVE DIRECTOR – Chief executive officer of the Public Service Pension Administration; chairman of the Public Service, Public Service Management and Local Authorities Pension boards. Responsible for the proper conduct of business of the administration.

2 DIRECTOR OF ADMINISTRATION – Chief administrative officer for the Public Service Pension Administration. Responsible for general administration, and provides general assistance to the Executive Director. Acts as vice-chairman and secretary of the Public Service, Public Service Management and Local Authorities Pension boards. Responsible for the administration and personnel program for the Public Service Pension Administration.

3 CO-ORDINATOR, RESEARCH AND COMMUNICATION SERVICES – Responsible for all research programs related to pension plans and the preparation of statistical data and reports. Provides information programs for employees covered by all pension plans administered through the administration office, including seminars, workshops and publications. Also acts as training officer for the Public Service Pension Administration.

4 CO-ORDINATOR, CENTRAL SERVICES – Responsible for providing all central services, including records control, data services, budgetary control and general accounting. Acts as Personnel Officer for the administration and is the designated Records Officer.

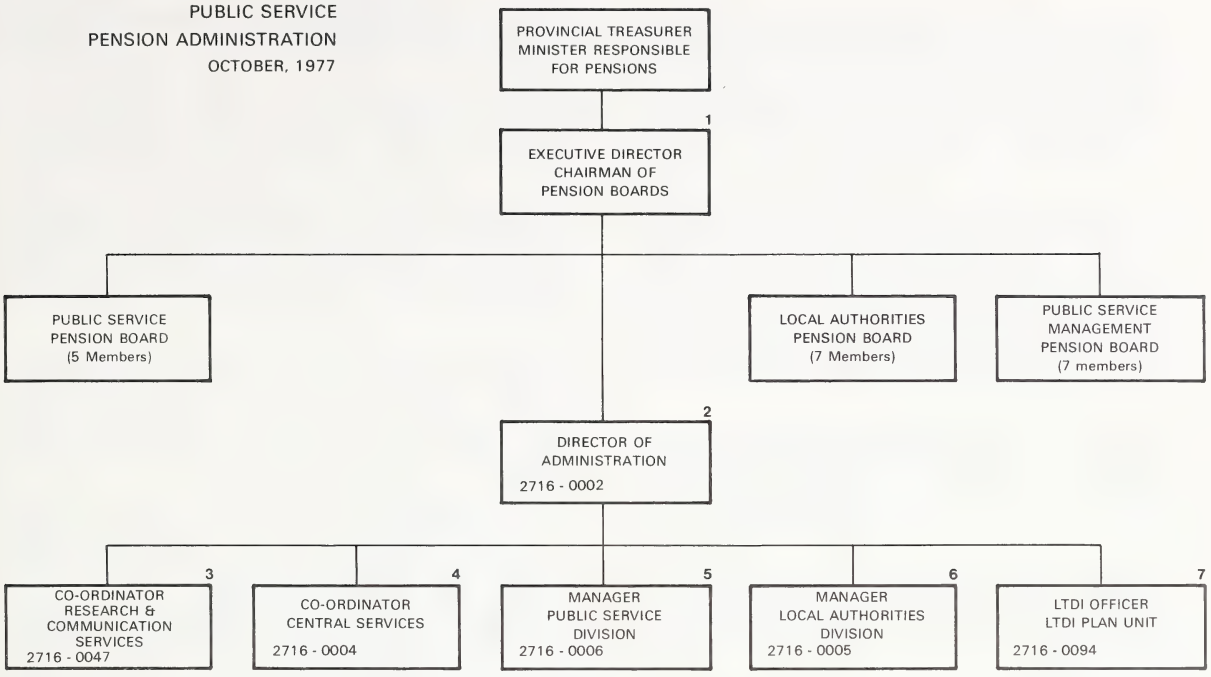
5 MANAGER, PUBLIC SERVICE DIVISION – Responsible for the day-to-day administration of the Public Service, Management and M.L.A. pension plans. Also responsible for the computation of all pension benefits, employee and employer contributions, and service under these pension plans. Supervises maintenance of pension payrolls related to the above plans.

6 MANAGER, LOCAL AUTHORITIES DIVISION – Responsible for the day-to-day administration of the Local Authorities Pension Plan. Also responsible for the computation of pension benefits, employee and employer contributions and service under the Local Authorities Pension Plan. Supervises the maintenance of the pension payroll.

7 LTDI OFFICER, LONG TERM DISABILITY PLAN UNIT – Responsible for the day-to-day processing of all claims under the LTDI program including the maintenance of a monthly LTDI payroll.

Alberta

PUBLIC SERVICE
PENSION ADMINISTRATION
OCTOBER, 1977



1 THE PUBLIC UTILITIES BOARD – A quasi-judicial tribunal with powers to fix rates for and exercise a general supervision over public utilities serving the public within Alberta. Consists of nine members, each of whom are appointed for a term of 10 years, by the Lieutenant Governor in Council. Authority and jurisdiction is set out in The Public Utilities Board Act, The Gas Utilities Act and various sections of 31 other statutes.

2 CHAIRMAN – Appointed by the Lieutenant Governor in Council from amongst the members of the board. May designate any one member to preside at any sitting of the board at which he is not present. May appoint any two or more members to sit as a division of the board. May name any person nominated by the Lieutenant Governor in Council as acting member to act on any matter properly before the board. Is responsible to the Attorney General for overall administration, co-ordination, and control of the general administrative affairs of the board.

3 CHIEF EXECUTIVE OFFICER – Responsible to the board, through the Chairman. Co-ordinates and supervises the activities of all staff of the board, through the appropriate supervisor and directors. Responsible to the Chairman for overall administration, co-ordination, and control of the general affairs of the board.

4 DIRECTOR, REGULATORY ADMINISTRATION, AND SECRETARY – Primarily responsible for the procedural administration of the regulatory process. Responsible also for those duties ascribed to the Board Secretary, as set out in Section 14 of The Public Utilities Board Act.

5 DIRECTOR, REGULATORY TECHNICAL SERVICES – Plans, directs, and co-ordinates the work of the technical staff of the board, comprising a multi-disciplinary group of professionals including accountants, lawyers, engineers, and economists.

6 ASSISTANT SECRETARY, CALGARY – Responsible to the Director, Regulatory Administration, primarily for the procedural administration of the regulatory process flowing through the Calgary office.

7 SPECIAL PROJECTS OFFICER – Under direction of the Director, Regulatory Administration, undertakes special projects related to the procedural aspects of the board's regulatory activities.

8 ASSISTANT SECRETARY, EDMONTON – Responsible to the Director, Regulatory Administration, primarily for the procedural administration of the regulatory process flowing through the Edmonton office.

9 SUPERVISOR, REBATE SECTION – Responsible to the Director, Regulatory Technical, for the execution of the board's administrative duties related to the natural gas rebates program.

10 SPECIAL PROJECTS OFFICER – Under the direction of the Director, Regulatory Technical, undertakes special projects related to the technical aspects of the board regulatory activities.

11 ASSISTANT DIRECTOR, REGULATORY TECHNICAL SERVICES, EDMONTON – Under the direction of the Director, is responsible for directing and co-ordinating that section of the technncial staff in the Edmonton office who are concerned with the analysis of rate hearing material, and the conduct of reviews of the affairs of utilities.

12 ASSISTANT DIRECTOR, REGULATORY TECHNICAL SERVICES, CALGARY – Under the direction of the Director is responsible for directing and co-ordinating that section of the technical staff in the Calgary office who are concerned with the analysis of rate hearing material and the conduct of reviews of the affairs of utilities.

13 REBATE ANALYSTS – A group of accounting-trained clerical staff charged with the examination and review of the gas supply contracts, the rates and the accounts of all gas utilities seeking rebates under The Natural Gas Rebates Act. Based on this examination, the board is enabled to issue certificates which validate the release of the rebates sought or such other amounts as examination indicates are appropriate.

14 UTILITIES ANALYSTS – A multi-disciplinary group of pro-
15 fessionals including accountants, lawyers, engineers, and economists charged with:

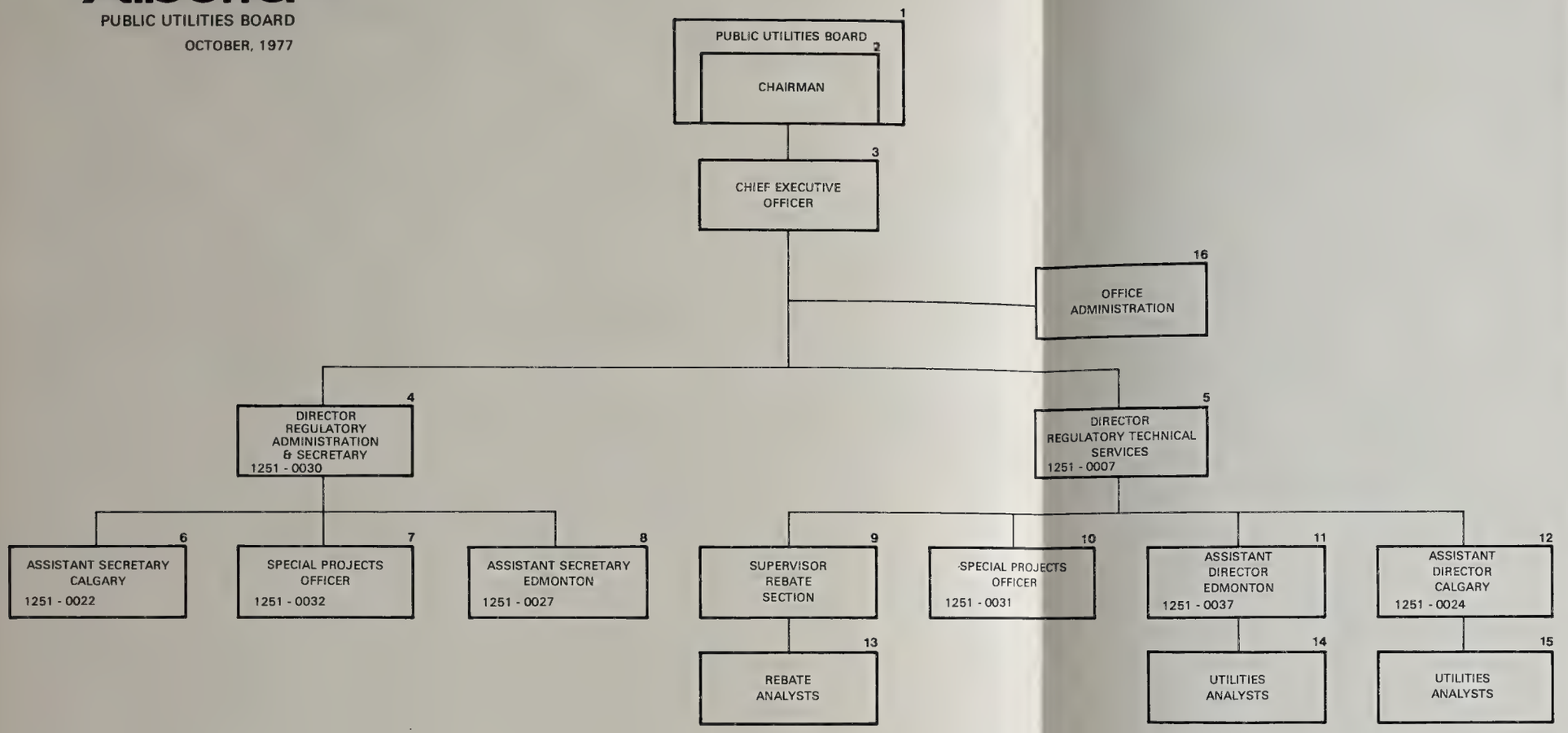
(a) The examination, analysis, and re-organization of technical evidence submitted by applicants and intervenors during a rate hearing.
(b) The detailed review of the affairs, earnings and accounts of each owner of a public utility.
(c) The conduct of special technical studies as called for from time to time.

16 OFFICE ADMINISTRATION – Clerical section responsible for internal administrative matters.

Alberta

PUBLIC UTILITIES BOARD

OCTOBER, 1977



RENT DECONTROL APPEAL BOARD

FUNCTIONAL STATEMENTS – OCTOBER, 1977

FUNCTIONAL STATEMENTS NOT AVAILABLE AT TIME OF PRINTING.

Alberta

RENT DECONTROL
APPEAL BOARD
OCTOBER, 1977

ORGANIZATION CHART NOT AVAILABLE AT TIME OF PRINTING.

1 DIRECTOR OF RESEARCH – Planning and execution of Research Council programs in accordance with council policy; liaison and communication with clients in the private and public sectors; special assignments.

2 CHIEF, EARTH SCIENCES BRANCH – Directs research in mineral resources, engineering and environmental geology, groundwater and soils.

3 HEAD, GEOLOGY DIVISION – Directs and co-ordinates evaluation of fossil fuel and other mineral resources, and conducts studies relating to their possible utilization. Supervises environmental geology programs to evaluate the impact of man's activities on the land.

4 HEAD, GROUNDWATER DIVISION – Directs and co-ordinates studies for solution of water supply problems in both urban and rural areas. Undertakes regional mapping of the province's groundwater resources and performs basic research studies to improve the understanding of the hydrogeology of Alberta.

5 HEAD, SOILS DIVISION – Provides information in soil survey, soil survey interpretation, and soil classification research.

6 HEAD, PRODUCT RESEARCH AND DEVELOPMENT DIVISION – Provides technological assistance, on a non-profit contractural basis, in the areas of fossil fuels, minerals, forestry, agriculture, physical testing and process engineering.

7 HEAD, TRANSPORTATION AND SURFACE WATER ENGINEERING DIVISION – Carries out research on road materials, pavement performance and river engineering.

8 HEAD, INDUSTRIAL AND ENGINEERING SERVICES DIVISION – Offers a number of forms of assistance to manufacturing industry in the province. These services include the provision of a technical information service, mechanical engineering investigations, industrial engineering assistance, computerized information retrieval systems, and chemical and metallurgical laboratory facilities.

9 HEAD, ATMOSPHERIC SCIENCES DIVISION – Conducts research and experimentation on hail storms to determine the processes that lead to the formation of hail storms. These studies are directed towards the development of hail suppression techniques.

10 HEAD, OIL SANDS RESEARCH CENTRE – Co-ordinates the activities of the council research projects which have received funding from the Alberta Oil Sands Technology and Research Authority, and serves as the technical arm of the Authority by assisting on the evaluation of proposals and monitoring other projects upon request.

11 CHIEF, PHYSICAL SCIENCES BRANCH – Directs research in applied chemistry and chemical engineering, pipeline transport, industrial microbiology, fuel science and applied physics.

12 HEAD, FUEL SCIENCES DIVISION – Directs research in a broad range of topics related to properties processing and utilization of coal, heavy oils, and carbons; and is moving into fuel conversion technology (especially coal gasification).

13 HEAD, CHEMISTRY DIVISION – Carries out work on the geochemistry of gas and oil deposits, and on physical, organic, colloid and electrochemistry related to the processing and utilization of Alberta's natural resources.

14 HEAD, SPECIAL PROJECTS DIVISION – Carries out research in selected areas of organic and electro-organic chemistry, in microbiology and biochemistry. There is a strong emphasis on work related to agriculture.

15 HEAD, ENGINEERING DIVISION – Directs the development of capsule pipelining as a method for transporting solids by pipeline. Also involved in research for high temperature chemical processing.

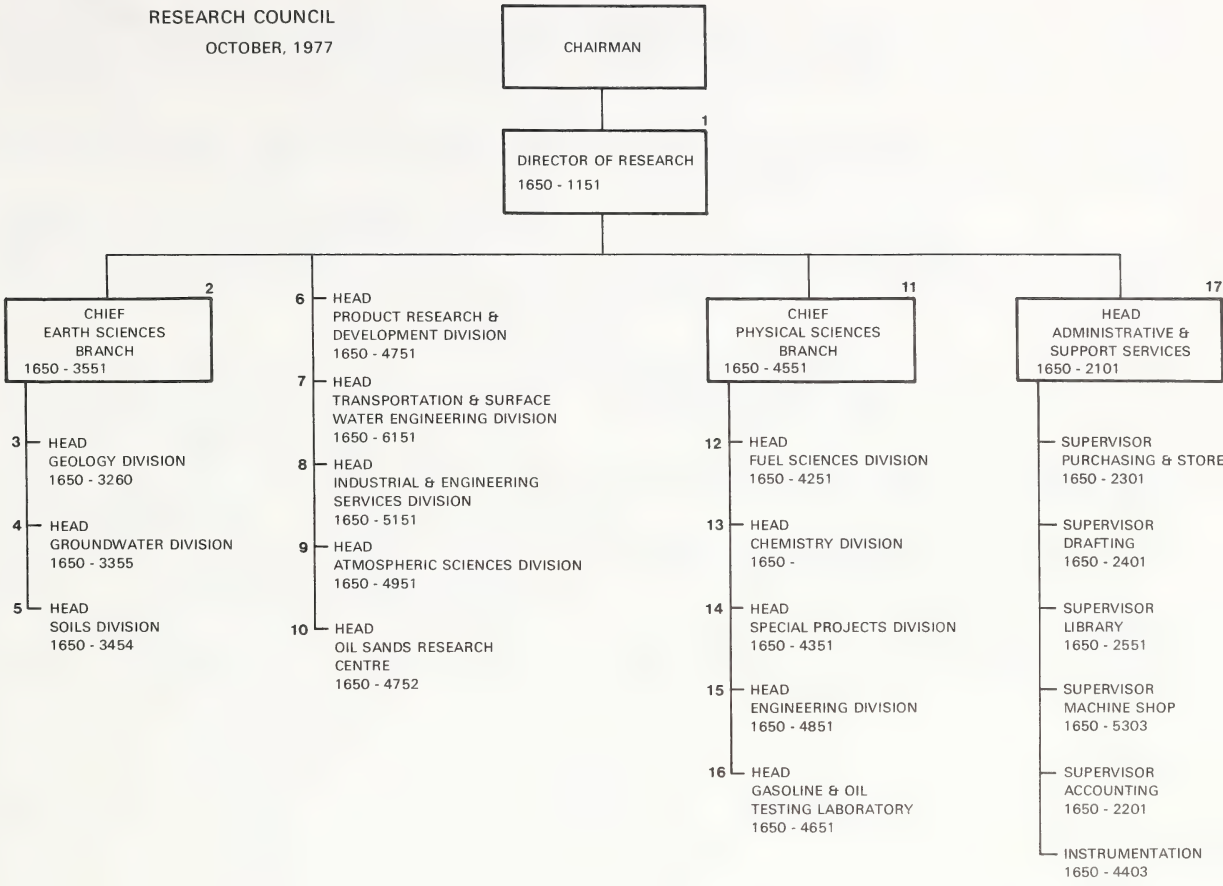
16 HEAD, GASOLINE AND OIL TESTING LABORATORY – Provides testing and inspection services for petroleum products and related materials to various government departments and, in special cases, to private companies and persons.

17 HEAD, ADMINISTRATIVE AND SUPPORT SERVICES – Co-ordinates administrative and technical services in personnel, accounting, secretarial and clerical, library and publications, purchasing and stores drafting and machine shops.

Alberta

RESEARCH COUNCIL

OCTOBER, 1977



STUDENTS FINANCE BOARD

FUNCTIONAL STATEMENTS – OCTOBER, 1977

1 CHAIRMAN – Responsible for the development of policy, programs and initiatives for the board, liaison with inter-governmental student finance officials, the public, student groups, and the Minister; supervises the operation of the board.

2 SPECIAL ASSISTANT TO THE BOARD – Acts as executive assistant to the board on matters of general correspondence, interviews, co-ordination of committee activity, press releases, etc.

3 CHIEF ADMINISTRATIVE OFFICER – Responsible for the administration of all board programs and for the articulation of Students Finance Board activities with other government departments and agencies.

4 CO-ORDINATOR, STUDENTS FINANCE – Administers the Students Finance Board Calgary office and ensures that the policies of the board are communicated to students, parents, and educational officials in southern Alberta.

5 OFFICE MANAGER – Responsible for the supervision of the clerical staff of the Calgary office.

6 FINANCIAL AID COUNSELLOR – Responsible for the development, implementation, and supervision of financial aid and career counselling services to students in southern Alberta.

7 STUDENT AID ADVISOR – Interviews and corresponds with students and ensures that proper assessment procedures are followed.

8 SENIOR ADMINISTRATIVE OFFICER – Responsible for the administration of the Edmonton branch of the Students Finance Board, and the provision of head office services to the Calgary branch and to Awards Officers in Alberta educational institutions.

9 OFFICE MANAGER – Responsible for the supervision of the administrative and clerical staff of the Edmonton office of the Students Finance Board.

10 MANAGER, ACCOUNTS AND COLLECTIONS – Responsible for payment of interest to chartered banks on current student loan accounts, payment of defaults to chartered banks when students fail to meet their obligations, and collection of student loans in default.

11 CO-ORDINATOR OF SECOND-LANGUAGE PROGRAMS – Administers travel bursaries, teacher bursaries, and second-language fellowships under the Federal-Provincial Bilingual Education Agreement, the Summer Language Bursary Program, and the Second-Language Monitor Program.

12 FINANCIAL AID COUNSELLING STAFF (3) – Through personal interviews and consultation with educational institution counsellors and officials, the staff assists students in financial planning of their education. Problems of academic performance and program choice are addressed if required.

Alberta

STUDENTS FINANCE BOARD

OCTOBER, 1977